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ABSTRACT

Intended to help bilingual office duplication practices instructors to better communicate to the student with limited English speaking ability the more technical aspects of information presented in class, this supplement consists of a series of transparency masters with Spanish sub-titles for key words. It consists of 15 units. Presented first are a sample credit application and bank statement and stub. Various stock and purchase forms are covered. Following a section dealing with paper and envelopes, transparency masters are provided dealing with typewriter components as well as typewriter use and maintenance. The next three sections contain examples of various types of business letters, cash register and refund slips, and cash receipts and vouchers. Also included are transparency masters illustrating such office equipment as paper collaters, paper cutters, paper folders, and photo copiers as well as styles of print and measurement scales. The final section covers pyramid blocks of success, cheerful voices, and communication skills. (The other two volumes in this series are available separately--see note.) (MN)

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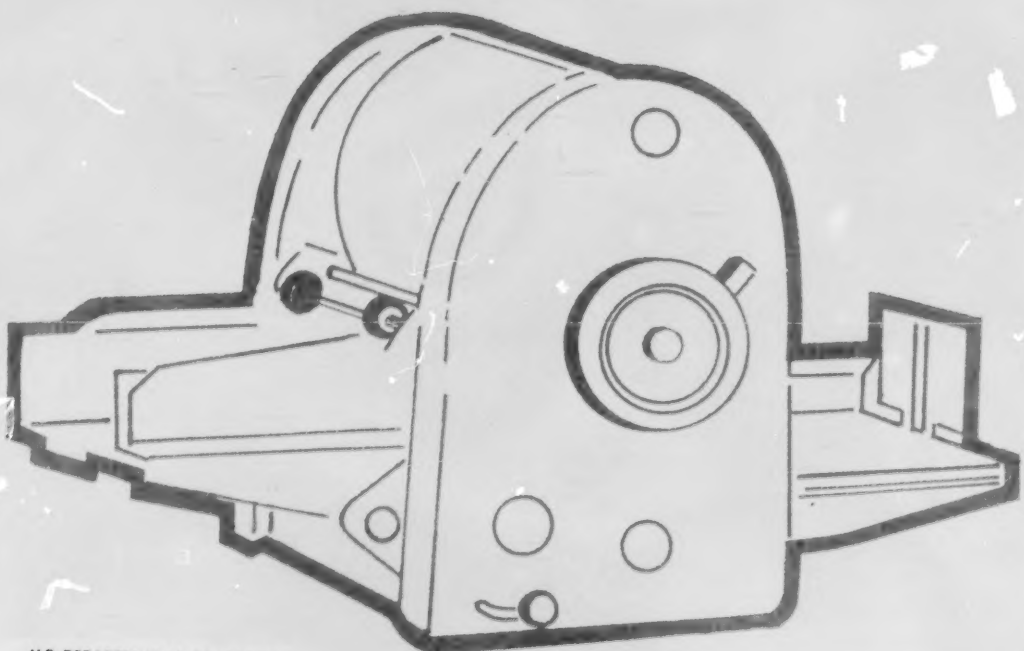
VOLUMEN 2

PRACTICAS DE OFICINA PARA DUPLICADOS



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SPANISH TRANSLATIONS FOR OFFICE DUPLICATION PRACTICES

OCCUPATIONAL CURRICULUM LABORATORY EAST TEXAS STATE UNIVERSITY

CE032441

SPANISH TRANSLATIONS

PRACTICAS DE OFICINA PARA DUPLICADOS

Prepared by Elaine Burrow

Published by
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in cooperation with
Vocational Office Education Division
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Austin, Texas

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1980

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FOREWORD

It is the intent of this supplement to provide the Office Duplication Practices instructor with Spanish sub-titles for key words on the transparencies. This will allow the instructor to better relate to the student with limited English-speaking ability the more technical aspects of the information presented in class.

We strongly advise that each instructor consult with an individual with expertise in the local terminology used by the Spanish-speaking population in a given area. Such a person should be asked to review the translations and make recommendations concerning any changes needed. By becoming familiar with the proper pronunciation of technical terms, the instructor will be able to establish better relations with the student.

ACKNOWLEDGMENTS

Appreciation is extended to those individuals who contributed their time and talent in the translation of the Office Duplication Practices transparencies.

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Thanks also are due to the following:

Bob Norsworthy, Art Director, and his staff for the illustrations on the transparencies;

Frances Hyatt, Editor, for editing and supervising typing of materials;

Dale White, Print Shop Director, and the printing staff for the finished product.

OFFICE DUPLICATION PRACTICES VOLUME 2

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CREDIT APPLICATION
APLICACIÓN DE CREDITO

APPLICANT

First name | Middle | Last name | Age | Home Telephone | ☐ Married ☐ Unmarried ☐ Separated

Home address | City | State | ZIP code | How long Yrs Mo | # dependents

☐ Own ☐ rent | Mortgage holder or landlord | Monthly payment $ | Previous address | City | State | How long Yrs Mo

Your employment | Address | How long Yrs Mo | Position | Telephone

Monthly income from present employment $ | Other income $ | Source of other income

Alimony, child support, separate maintenance received under: court order ☐ written agreement ☐ oral understanding ☐ Alimony, child support, or separate maintenance income need not be revealed if you do not wish to have it considered as a basis for repaying this obligation

Previous employment | Address | Position | How long Yrs Mo | Drivers license # State

College attended | City | State | Yr Grad | Degree | Social Security #

Applicant's nearest relative | Complete address | Telephone | Relationship

Name of bank | checking ☐ savings ☐ loan ☐ | Address | Checking # | Savings #

SPOUSE

First name | Middle | Last name | Social Security # | Drivers license # State

Spouse's employment | Address | Telephone | How long | Position | Monthly income $

Spouse's nearest relative | Complete Address | Telephone | Relationship

CREDIT REFERENCE

Type of account	Name and address of firm or bank	Acct #	Balance	Monthly payment
Master Charge				
Visa (BankAmericard)				
Dept. store				
Dept. store				
Dept. store				
Automobile loan				

Are there any unsatisfied judgments against you? ☐ Yes ☐ No | If yes to whom owed? | Have you been declared bankrupt in the last 14 years? ☐ Yes ☐ No | If yes where? | Amount $ | Year

Everything that I have stated in this application is correct to the best of my knowledge. I understand that you will retain this application whether or not it is approved. You are authorized to check my credit and employment history and to answer questions about your credit experience with me. I have read the Customer Agreement on the reverse side of this application and agree to the terms and conditions thereof. The individual applicant and the joint applicant(s) will be liable for all charges incurred jointly and severally according to the Customer Agreement.

NOTICE: IMPORTANT INFORMATION ON REVERSE SIDE

Applicant Signature _____ Date _____

Joint Applicant Signature _____ Date _____

TM-1

I-17

BANK CHECK AND STUB

CHEQUE Y TALÓN

NÚM.
FECHA
A
PARA

NO. _____ $ _____
DATE _____ 19___
TO _____
FOR _____

	DOLLARS	CENTS
BALANCE		
AMT. DEPOSITED		
TOTAL		
AMT. THIS CHECK		
BALANCE		

BALANCE
CTDA.
DEPOSITADA

TOTAL
CTDA. DEL
CHEQUE

BALANCE

NO._____

PAY _____ 19___
TO THE
ORDER OF _____ $_____
PAGADERO A LA ORDEN DE

_____ DOLLARS

FIRST NATIONAL BANK
ANYTOWN, ANYWHERE

_____

⑆0227⑈0005 24,2⑈227720⑈

TM-2

I-19

STOCK RECORD CARD

OJA DE INVENTARIO

STOCK RECORD CARD

ITEM _____ MAXIMUM _____
ARTÍCULO *MÁXIMO*
STOCK NO. _____ MINIMUM _____
EXISTENCIA *MINIMO*

DATE / *FECHA*		QUANTITY RECEIVED / *CANTIDAD RECIBIDA*	QUANTITY ISSUED	BALANCE / *BALANCE*

RECEIVING REPORT

REPORTE DE MERCANCÍA RECIBIDA

RECEIVING REPORT NO. 1256
REPORTE NÚM.

RECEIVED FROM _____ DATE _____
RECIBIDO DE ***FECHA***

PO NO. _____ PR NO. _____
PEDIDO NÚM.

QUANTITY RECD	QUANTITY RET	BACK ORDER	PART NO.	DESCRIPTION *DESCRIPCIÓN*

PARTS RECEIVED IN GOOD CONDITION _____

Las partes se recibiron en buena condicion

PURCHASE REQUISITION

PEDIDO DE COMPRA

PURCHASE REQUISITION NO. *NÚM.*

SUPPLIER
SUMINISTRADOR

DATE: _____
FECHA

REQUESTED BY: _____

QUANTITY		SUPPLIER'S CATALOG NUMBER	DESCRIPTION	OUR STOCK NUMBER	UNIT PRICE
ON HAND *A MANO*	TO ORDER *ORDENAR*	*CATÁLOGO DE SUMINISTRO*	*DESCRIPCIÓN*	*NUESTRO SURTIDO NÚMERO*	*PRECIO UNITARIO*

ORIGINAL COPY
Copia Original _____

TM-3

II-13.

STOCK REQUEST

FORMA PARA HACER PEDIDOS

STOCK REQUISITION NO. 78-B
REQUESICIÓN NÚM.

LESSEE _____ DATE _____
ARRENDATARIO *FECHA*

_____ SERVICE REP. _____
SERVICIO

_____ REQUESTED BY: Phone ☐
SOLICITADO POR *TEL.*
Mail ☐
CORREO
in Person ☐
EN PERSONA

QUANTITY REQ.	QUANTITY SENT	MANUFACTURER	PART NO.	DESCRIPTION	BACK ORDER

DATE PROCESSED _____
FECHA DE PROCESO

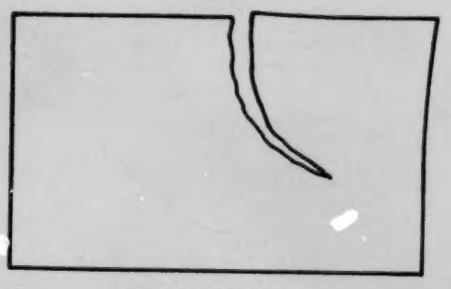
TM-4

II-15

TEAR TEST

PRUEBA DE ROMPER

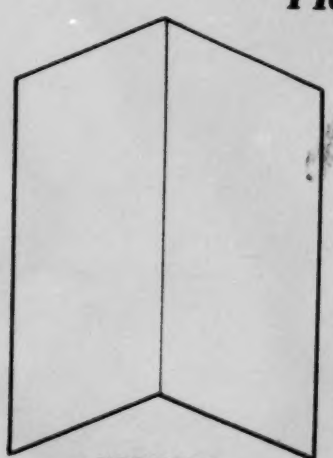
VERTICAL
VERTICAL



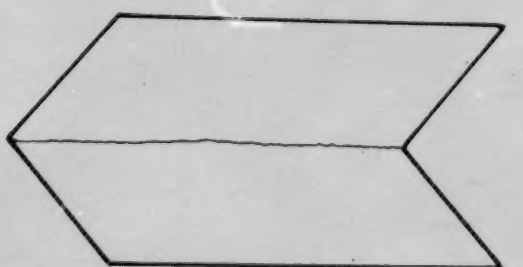
HORIZONTAL
HORIZONTAL

FOLD TEST

PRUEBA DE DOBLAR



VERTICAL
VERTICAL

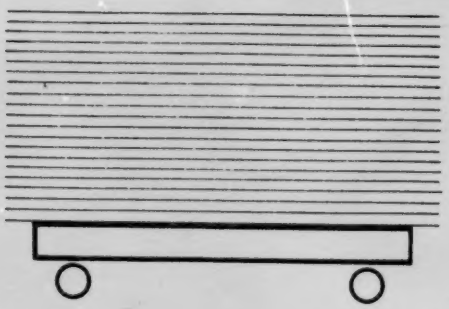


HORIZONTAL
HORIZONTAL

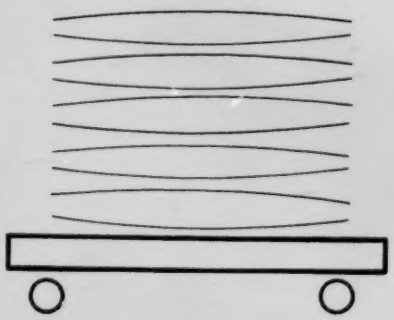
TM-1

PAPER MOISTURE AND RELATIVE HUMIDITY

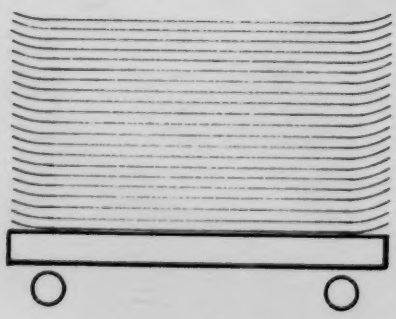
HUMEDAD RELATIVA DEL PAPEL



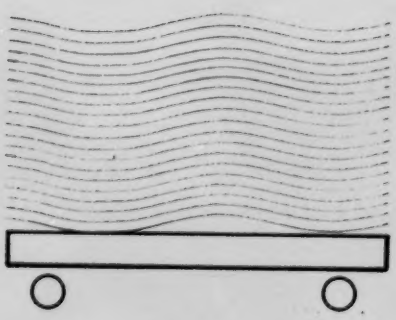
STRETCHING
EXTENDIDO



SHRINKING
ENCOGIDO



CURLING
CURBO

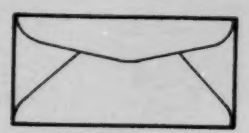


WAVY EDGES
CON ONDULACIONES

TM-2

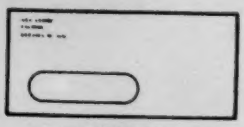
ENVELOPE STYLES

ESTILOS DE SOBRES



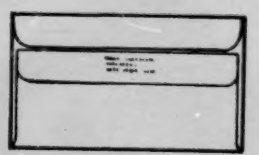
COMMERCIAL

Comercial



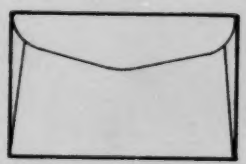
WINDOW

Con Ventanilla



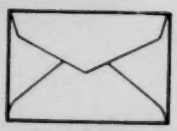
SELF-SEALING

Con Pegadura



BOOKLET, OPEN-SIDE

Sobre abierto Tipo folleto



BARONIAL

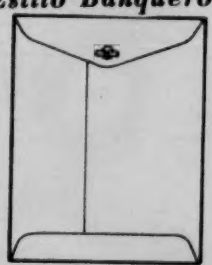
Tipo senorial

BANKERS FLAP

Estilo Banquero

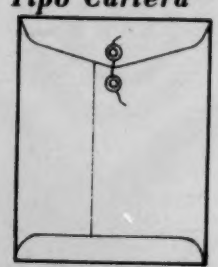
WALLET FLAP

Tipo Cartera



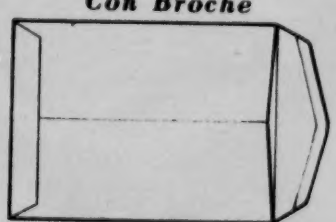
CLASP

Con Broche



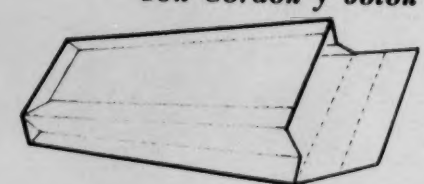
STRING-AND-BUTTON

Con Cordon y boton



OPEN END

Puntas Abiertas



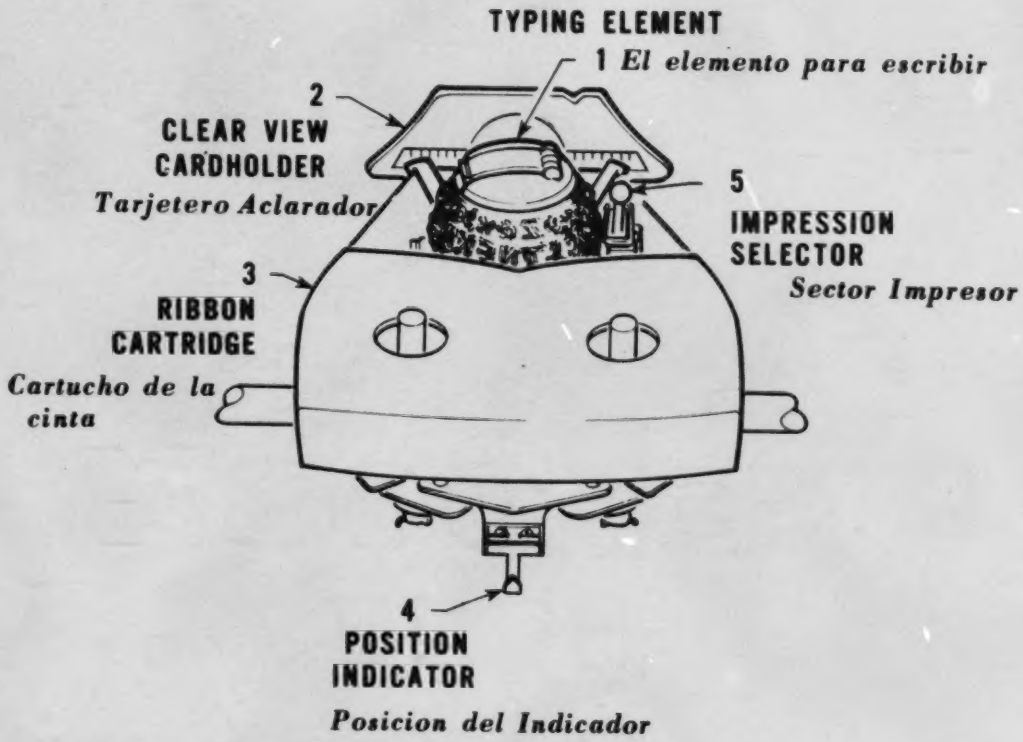
EXPANSION

Con Ampliacion

TM-3

THE CARRIER

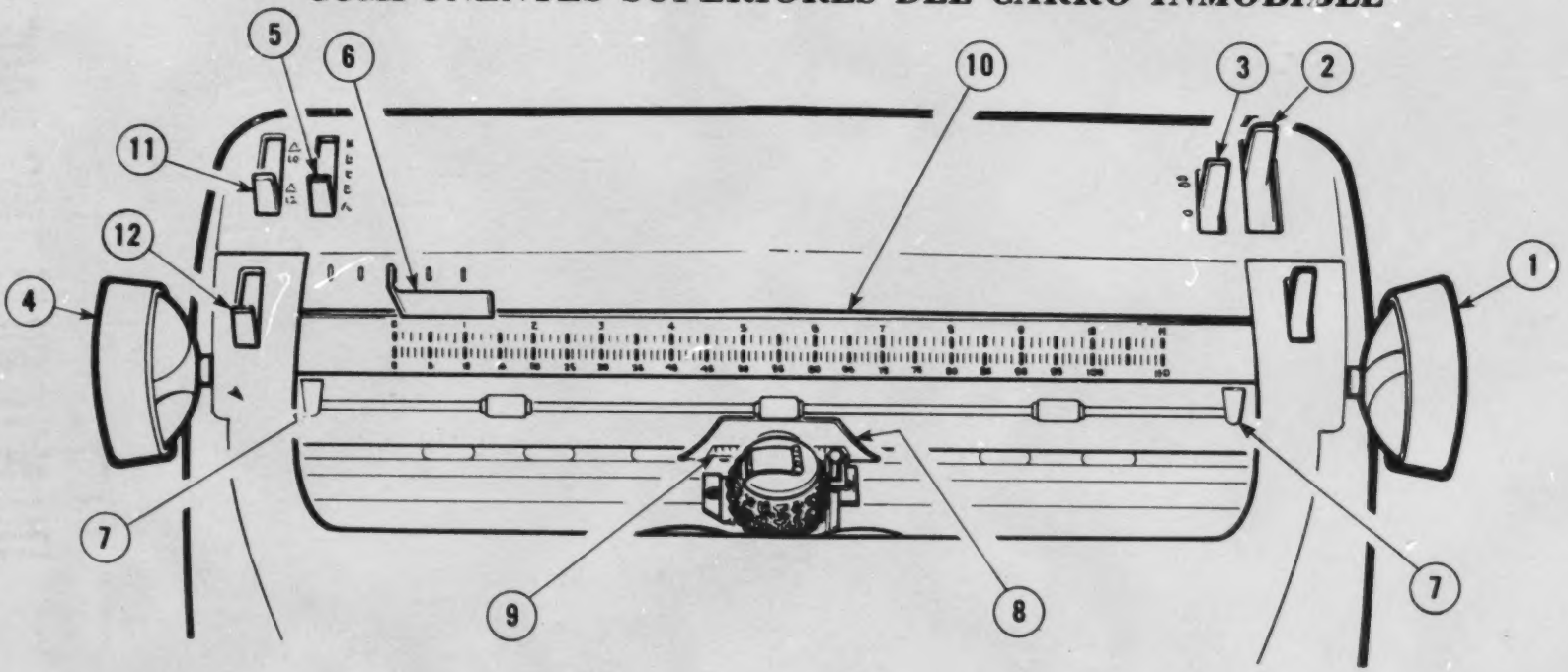
CARRO DE MAQUINA DE ESCRIBIR



TM-1

TOP COMPONENTS OF THE IMMOVABLE CARRIAGE TYPEWRITER

COMPONENTES SUPERIORES DEL CARRO INMOBIBLE



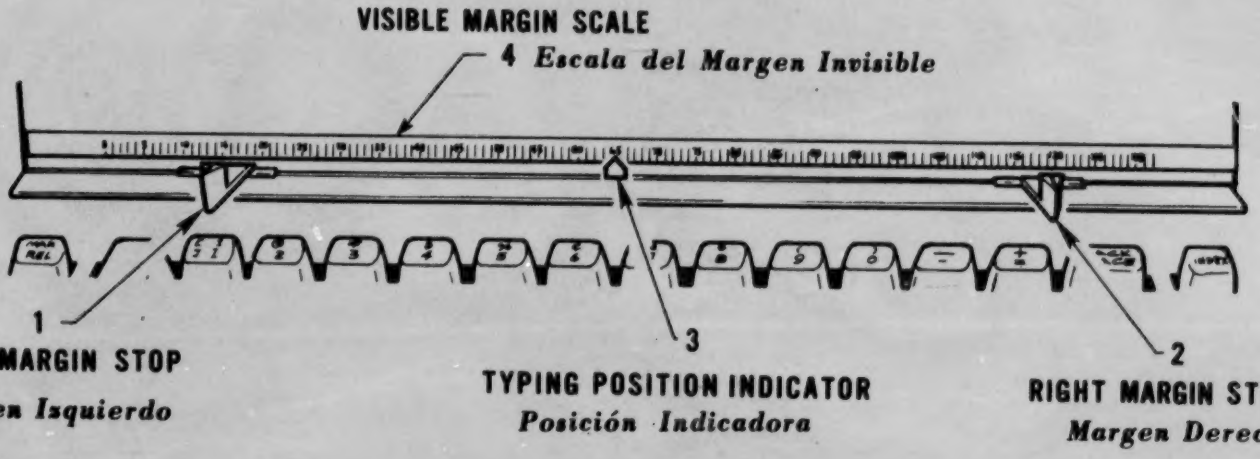
1. Right platen knob
2. Paper release lever
3. Line spacing lever
4. Left platen knob (Variable line spacing)
5. Multiple copy control
6. Paper edge guide
7. Paper bail lever
8. Clear view cardholder
9. Line scale
10. Copy guide
11. Dual-Pitch lever
12. Half Backspace lever

TM-2

IV-15

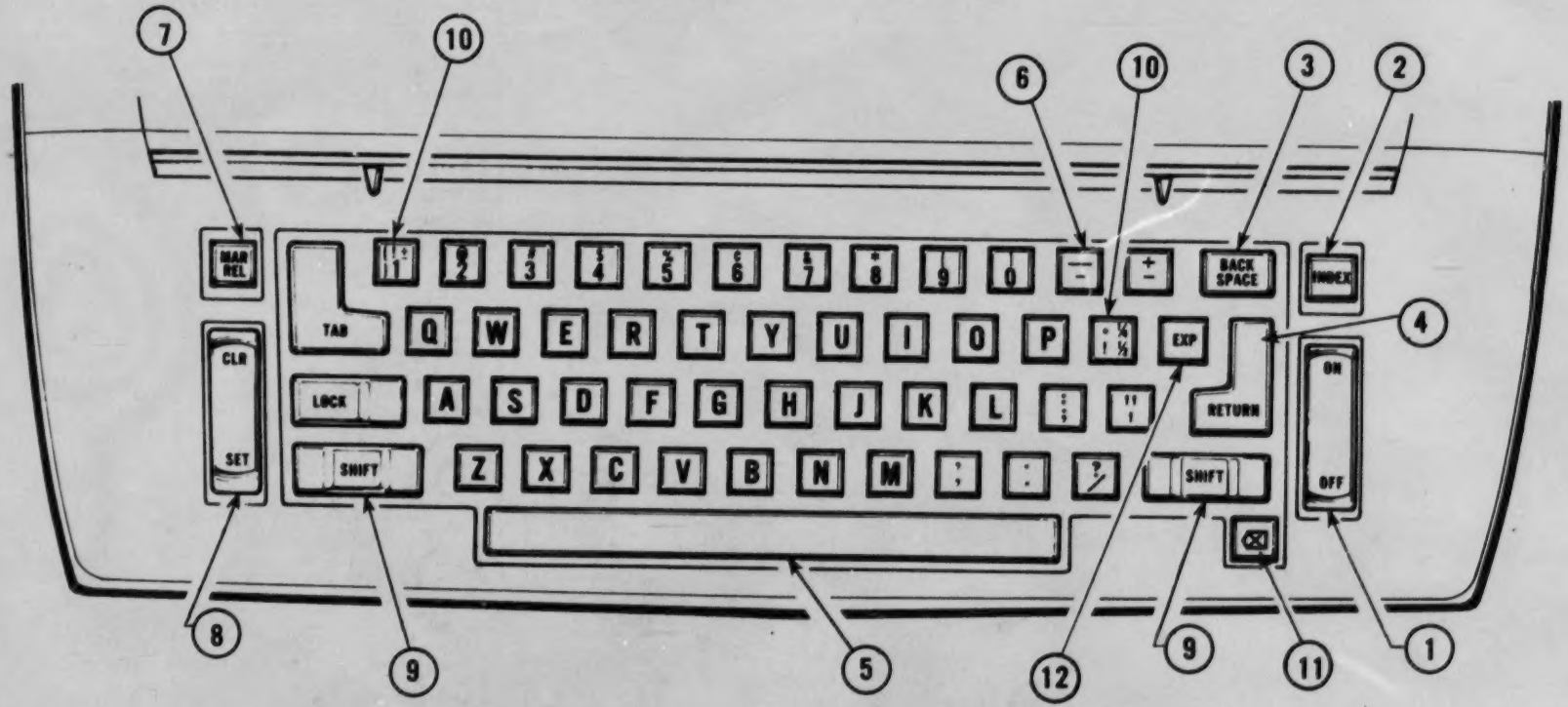
SCALE

ESCALA



KEYBOARD

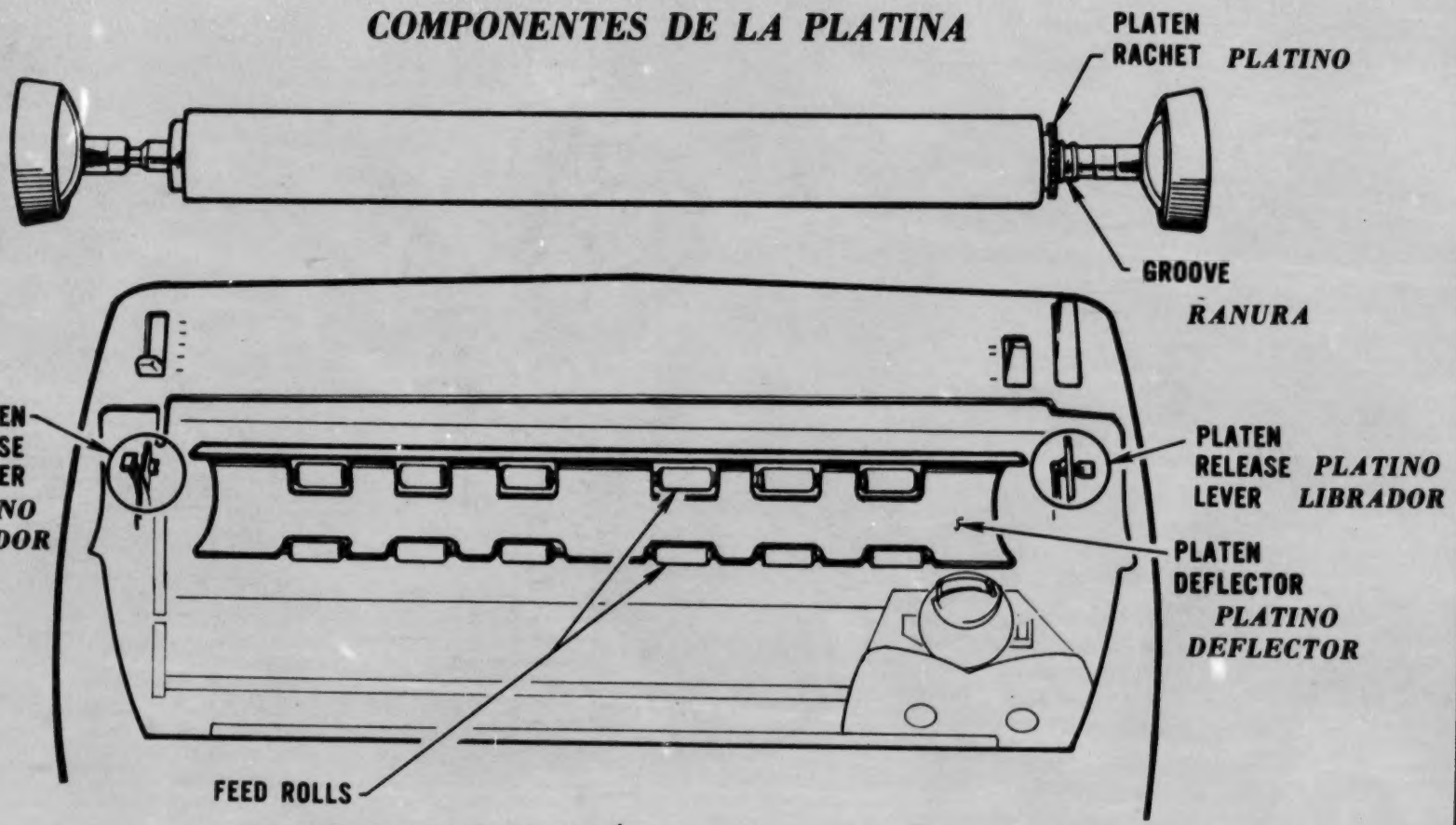
TABLERO DE LETRAS



1 On and Off key
2 Index key
3 Backspace key
4 Return key
5 Space bar
6 Hyphen/ Underscore key
7 Margin Release key
8 Set and Clear key
9 Shift keys
10 Multiple Character keys
11 Correcting key
12 Express Backspace key

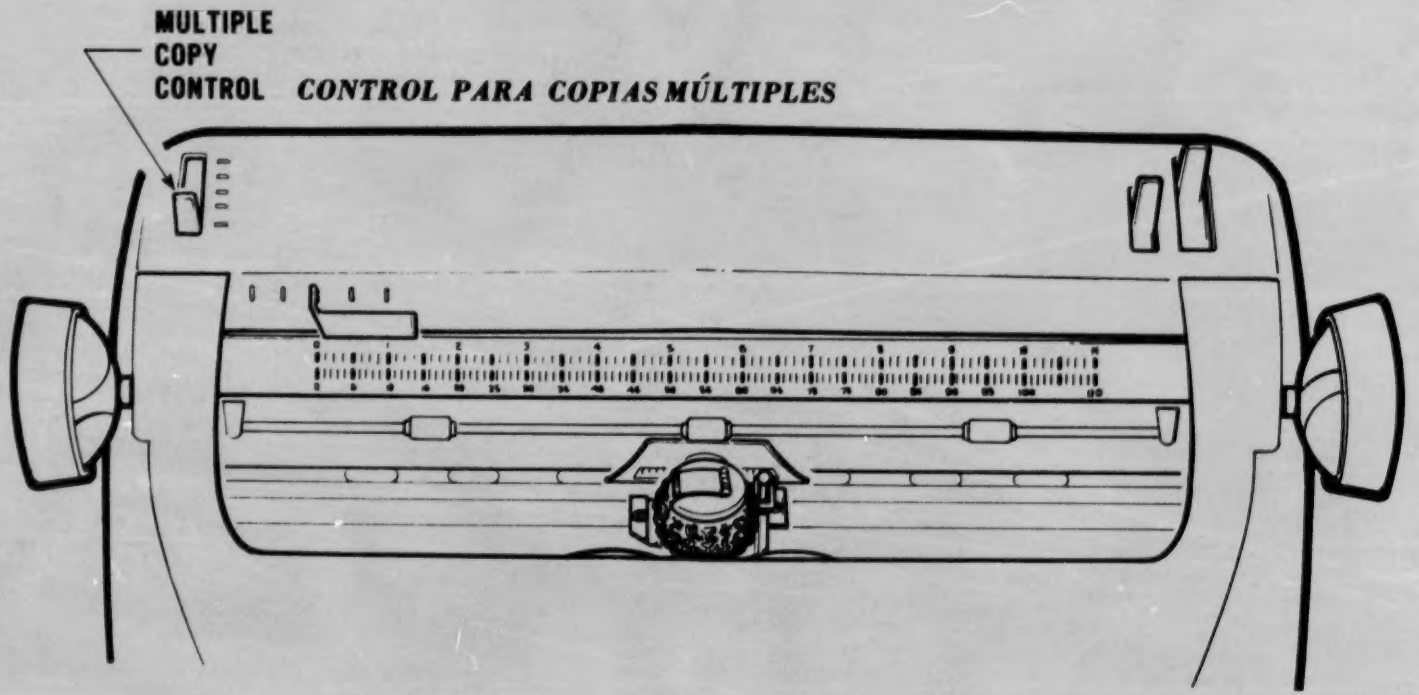
PLATEN COMPONENTS

COMPONENTES DE LA PLATINA



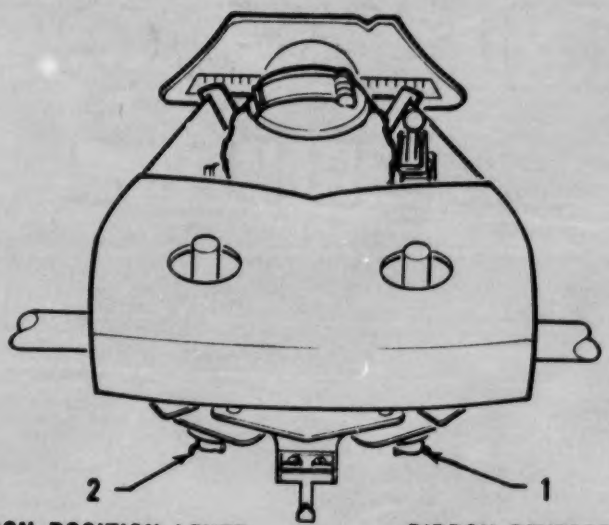
MULTIPLE COPY CONTROL

CONTROL PARA COPIAS MULTIPLES



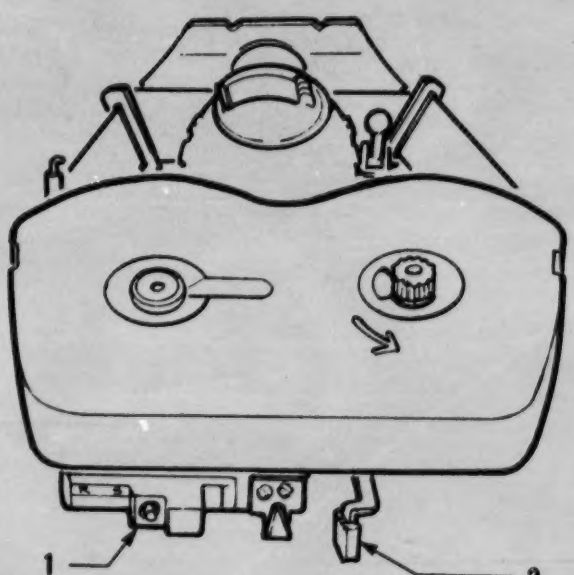
RIBBON COMPONENTS

COMPONENTES DE LA CINTA



RIBBON POSITION LEVER — **RIBBON REVERSE LEVER**

NIVEL DE POSICIÓN DE LA CINTA ***NIVEL DE LA CINTA EN RETROCESO***



RIBBON/STENCIL CONTROL

CINTA CONTROL DELCLICHE

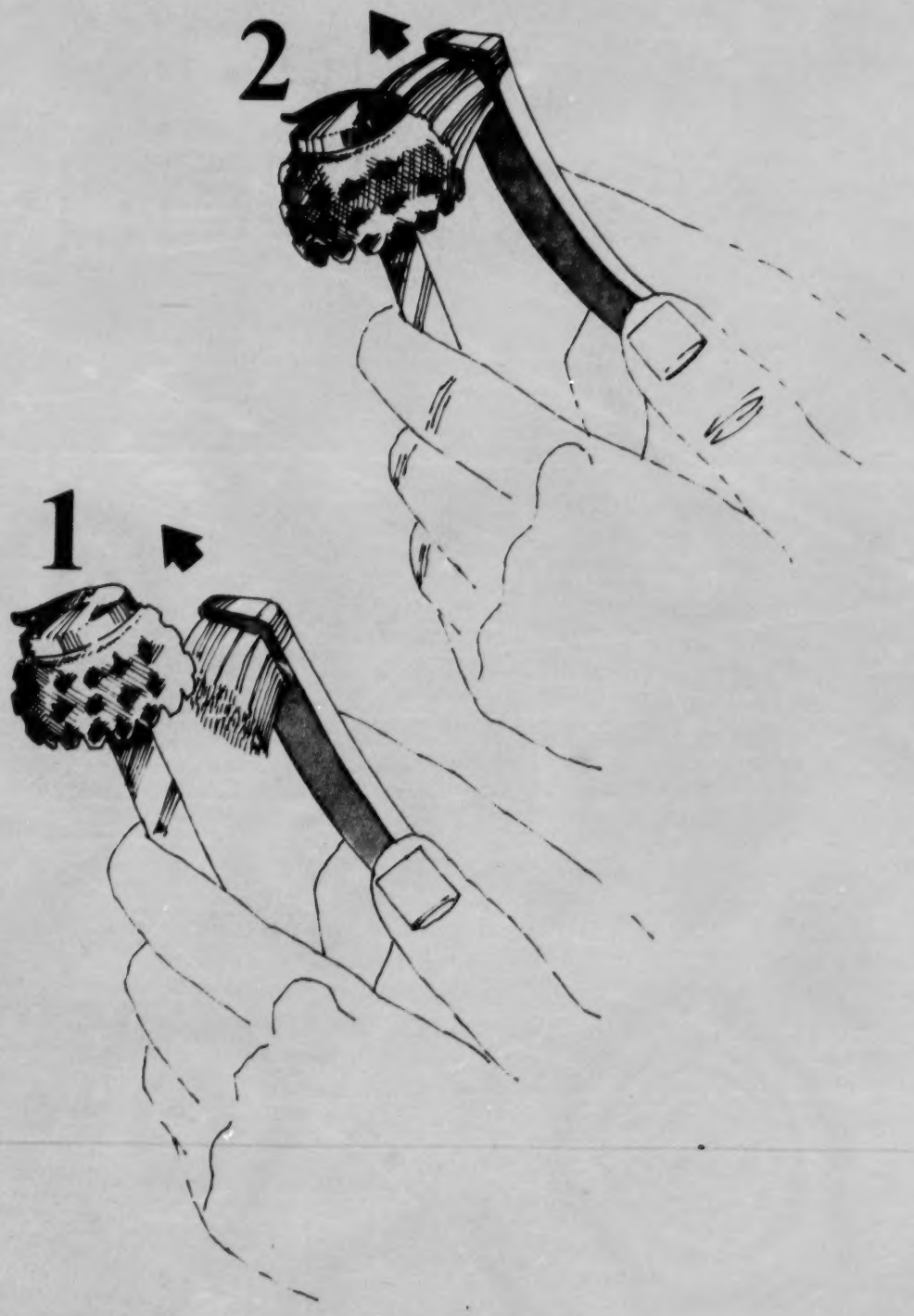
RIBBON LOAD LEVER

NIVEL DE CARGA

TM-7

CLEANING THE TYPING ELEMENT

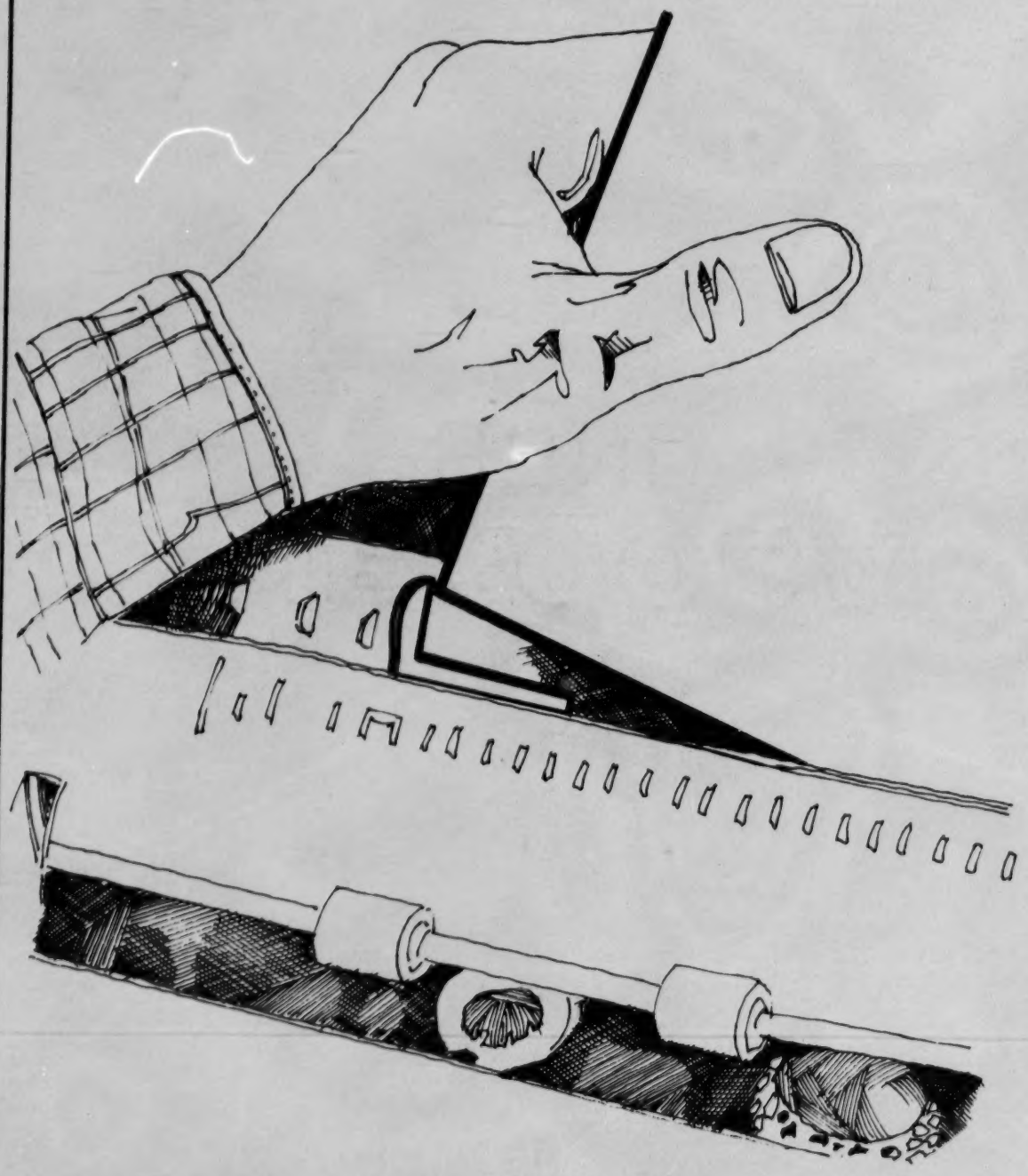
LIMPIESA DE LOS ELEMENTOS



TM-8

PAPER INSERTION

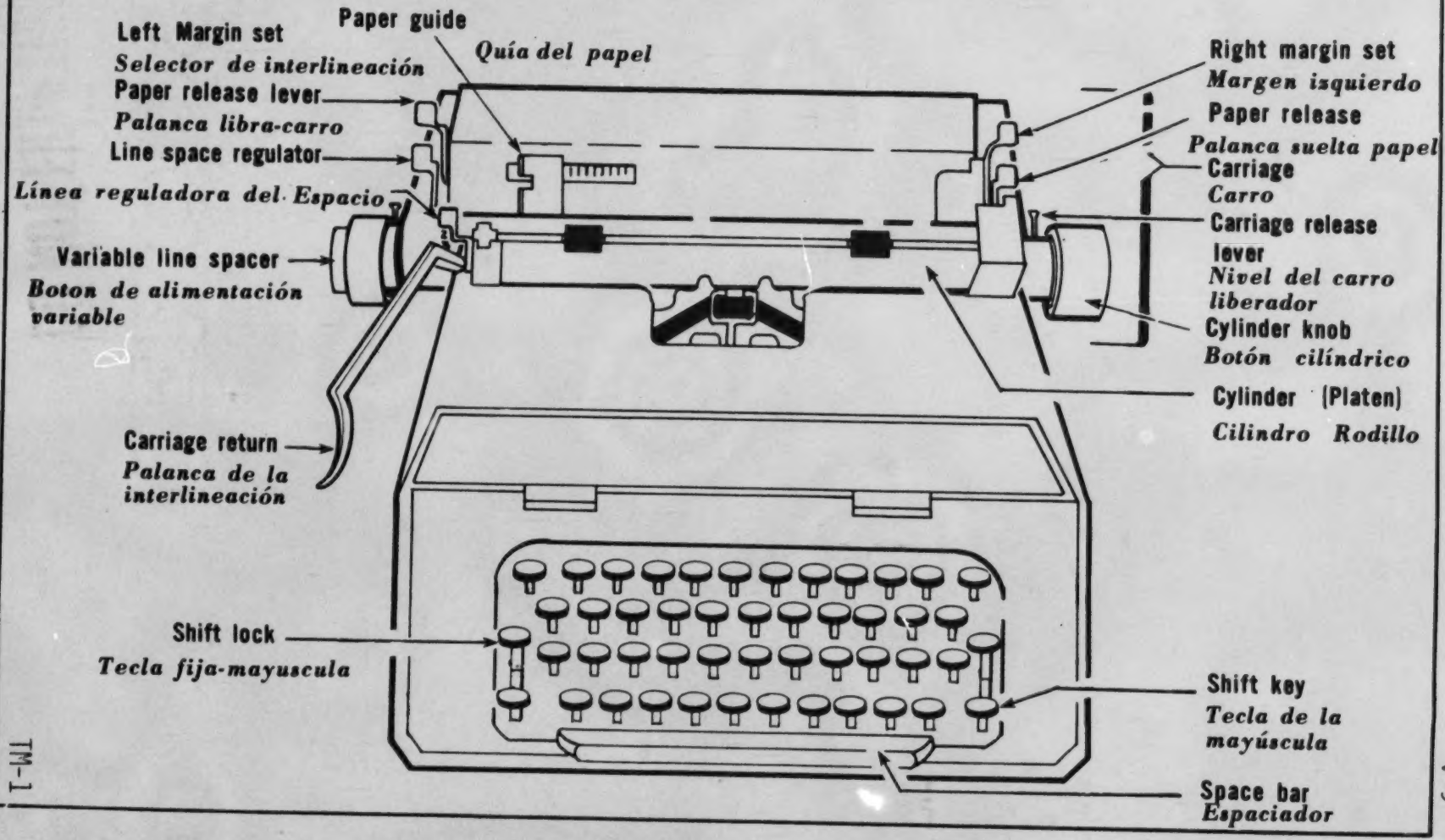
PUESTA DEL PAPEL



TM-9

MANUAL TYPEWRITER

MAQUINA DE ESCRIBIR MANUAL



TM-1

V-9

LETTER OF ACKNOWLEDGMENT

CARTA DE ACUSO DE RECIBO

June 21, 1976

Mr. Ralph Zee
2636 Hemphill Drive
Azle, Texas 76020

Dear Mr. Zee:

Thank you for your order of June 17 for two (2) size #6 stainless steel hoes. That order is being sent to you today via insured Parcel Post.

If we can be of further service, please let us know.

Sincerely,

R. J. Johnson
Sales Manager

ris

ADJUSTMENT LETTER

CARTA DE AJUSTE

October 7, 1978

Mrs. Jean Tibits
1919 Wichita St.
Fort Worth, Texas 76119

Dear Mrs. Tibits:

Enclosed is a copy of the current Gardening Supplies Catalog you requested in your letter of October 3. We regret that the Farming Supplies Catalog was sent by mistake. We hope this has caused you no delay in ordering needed supplies.

Please keep the Farming Supplies Catalog, as you might find some items you could use.

Thank you for your interest in our gardening supplies. If we can be of further service, please let us know.

Sincerely,

Fred Aaron
Purchasing Supplies

ris

Enclosure

TM-2

APPOINTMENT LETTER

CARTA DE CITA

April 2, 1974

Mr. K. C. Rogers, Vice-President
Killman Manufacturing Company
7676 Wedgemont Drive
Dallas, Texas 75469

Dear Mr. Rogers:

If convenient, I would like to meet with you in your office at 2 p.m. Thursday, April 9. Several purchasing procedural changes have been made recently, and I feel you would appreciate having this information.

If there is a conflict at that time, please let me know because any other time would be all right for me.

Sincerely yours,

Kay Bennett
Purchasing Department

ris

TM-3

COLLECTION LETTER

CARTA DE COLECTA

March 15, 1977

Mrs. Lucy Walters
3938 Rosewood
Haltom City, Texas 76117

Dear Mrs. Walters:

In completing this month's statements, we noticed your account has a past-due balance. Since you have always been prompt in paying your account, we feel that you may have overlooked this particular statement. If you have already mailed your payment, please disregard this notice.

We appreciate your business and hope to continue serving you.

Sincerely yours,

Lois Wedge
Accounting Department

ris

TM-4

CREDIT LETTER

CARTA DE CREDITO

April 23, 1978

Mrs. Wanda Barker
4619 Wilshire Blvd.
Hurst, Texas 76053

Dear Mrs. Barker:

It is a pleasure to welcome you as an Exxon credit-card holder. Enclosed is a pamphlet stating the special privileges to which you are entitled, as well as our terms of payment.

We hope you enjoy using your Exxon credit card. Thank you for your account.

Sincerely yours,

B. J. Haliburton
Sales Manager

ris

Enclosure

TM-5

DIRECTIVES

DIRECTIVAS

September 8, 1975

To Office Personnel:

Due to the increasing number of company employees, the business office has requested office personnel to turn in time sheets on the 18th day of each month.

TM-6

FOLLOW-UP-LETTER

CARTA DE REORDACION

June 4, 1977

Mr. R. M. Robere
Plant Manager
Howard Manufacturing Company
1212 Wheeler St.
Handley, Texas 76112

Dear Mr. Robere:

Thank you for your June 3 telephone order for KVT-R180 single-edge Lathe blades.

The shipment will be sent June 7 by truck to Dock 10 Ritner Corporation, Dallas. The price we quoted was $103.98. The billing invoice will be sent to you by mail.

We appreciate your business. If we can assist you further, please let us know.

Sincerely yours,

Clara Franks
Shipping Department

ris

TM-7

FORM LETTER

FORMA DE CARTA

(Date)

Dear

Thank you for your application for the position of After we have evaluated your qualifications in regard to our needs, we will be in touch with you.

If you have further questions about our company, please call me.

Sincerely,

LETTER OF INQUIRY

CARTA DE INTERROGACIÓN

March 16, 1978

Dr. Loletta Lott, Professor
English Department
East Texas State University
Commerce, Texas 75428

Dear Dr. Lott:

Please send me a copy of the current ETSU catalog and any other information you feel is necessary. I am graduating from high school this May and would like to enter the ETSU summer school program.

I plan to major in English and am eager to look at the program requirements.

Thank you for your time and assistance.

Sincerely yours,

Frank Huttman
7323 Merrimack
Burleson, Texas 76098

ris

TM-9

MEMORANDUM

NOTA

TO:	Jane Mann, Counselor	FROM:	Miriam Day, President
SUBJECT:	Council Meeting	DATE:	3-11-78

The Student Council will meet at 3 p.m. Tuesday, March 15, in the Herald Room. Please announce this to classes so that Student Council members and teachers can mark the date on their calendars.

Terrence Holcombe, administrator of the School Board Council, will be the guest speaker, discussing "How To Be an Effective Council."

TM-10

PERSONAL LETTER

CARTA PERSONAL

1416 Lola Lane
Euless, Texas 76022
January 6, 1978

Mr. Clarence Stillman, Publisher
Cragmont Publishing Company
2913 Arkansas Lane
Arlington, Texas 76010

Dear Clarence,

Thank you for the complimentary copy of your new edition of Practical Bookkeeping. Both you and John have done some fine work in this revision and I like many of the features you have added.

Best of luck to both of you and the success of this new edition.

Very truly yours,

Betty Penny

TM-11

PUBLIC RELATIONS LETTER

CARTA DE RELACIÕNES PUBLICAS

July 2, 1978

Mr. T. E. Joseph
Public Relations Representative
Aztrac Manufacturing Company
Greenville, Texas 75429

Dear Mr. Joseph:

Thank you for speaking at our June Office Education Association meeting. Your topic choice was a timely one.

Enclosed is a list of reactions by the members who attended the meeting. As you will see, you made a great impression on them. They not only enjoyed the way you presented your topic, but they also enjoyed your delightful sense of humor.

If we can ever be of service to you, please let us know.

Sincerely yours,

Antone Gillings
VOE Teacher/Coordinator

ris

Enclosure

TM-12

SALES PROMOTION LETTER

CARTA DE VENTA

October 10, 1977

Mr. T. M. Brown
Purchasing Department
Extron Reproductions
1716 Hershey Blvd.
Bedford, Texas 76021

Dear Mr. Brown:

A poorly operating reproduction machine results in unnecessary company expenses. You can rid yourself of this problem by installing a Retrition 700. This machine delivers a clear copy every four seconds.

The Retrition 700 is just one of a full line of reproduction machines that our representative is ready to demonstrate to you. You can buy this efficient equipment or lease it.

If you will complete and mail the enclosed card, our representative will call to give you more complete information about the Retrition 700.

Yours truly,

Faye Turner
Sales Representative

ris

Enclosure

TM-13

LETTER PURCHASING GOODS AND SERVICES

CARTA DE SERVICIOS Y COMPRAS

January 13, 1978

Mr. Raymond Klug
Sales Representative
Wiltmire Manufacturing Company
1927 Belmont Blvd.
Kennedale, Texas 76060

Dear Mr. Klug:

In reference to our recent telephone conversation, please ship the following order #E11178 by Central Van Lines no later than February 24, 1978:

Quantity	Part and #	Quoted Price
2	Patcher Belt #10711	19.78 ea.
1	Chain Link CD109	9.50/yd.
1 cn	50 gal. Spitlak CX90	38.70

If there are any problems in this order or its shipment, please call me. Thank you for your help.

Sincerely yours,

Al Bedshire
Purchasing Agent

ris

TM-14

LETTER OF REQUEST

CARTA DE SOLICITUD

January 17, 1978

ABC Office Supply Company
1212 Main Street
Mansfield, Texas 76063

Gentlemen:

Please send me a copy of your "Office Supplies Guide" as advertised in the January issue of the Businessmen's Journal.

Thank you.

Sincerely,

Ted Kibart
Purchasing Manager

ris

TM-15

REPORT REPORTE

NEEDS ASSESSMENT -- COMPUTER SERVICES

Mr. Ron Blackledge, President
Roane County Computer Corporation
Harriman, Tennessee

As you know, I recently spent four months surveying Roane County to assess the needs of computer services to local R Tri C businesses through the Roane County Computer Corporation. Since the company would provide this service at night and on weekends, there would be no interference in the regular work day. This service would provide greater income than expense to R Tri C and would be an invaluable asset to the business community. Here is a brief report:

Roane County businessmen were surveyed through a questionnaire to determine their needs and opinions of computer service at various rates.

Statistics compiled show that at the present quoted rate, firms could use our facilities at one-fifth less capital expenditures than those of Greenville Bank & Trust Computer Services, the firm with whom most Roane County businesses are now under contract.

The majority of the smaller businesses, who use no computer service, felt our service would be of no benefit to them due to their size. However, Rother Bros. and James Rager Industries felt that at our rates, they would be at an advantage by contracting our services.

As a result of the survey, I feel we should make this service available to Roane County businesses. Further research should be conducted soon.

To implement this service most effectively, I recommend:

1) Further economic research studies be completed and kept up-to-date with current costs,

2) The number of businesses to be accomodated be specified (maximum and minimum),

3) Specific rules, regulations, and policies be drawn up for this service, and

4) Accounting record changes be evaluated as to change in income and expense at specified times during the initial years of the program.

Tom O'Quin

TM-16

LETTER REQUESTING A RESERVATION

CARTA DE RESERVACION

August 13, 1978

Monteleone Hotel
1376 Rice Blvd.
New Orleans, Louisiana 71732

Gentlemen:

Please reserve a single room for T. R. Davis for September 8-10, 1978. He will arrive after 6:30 p.m. Monday and leave before noon Wednesday. He will be attending the Data Processing Convention at the Monteleone.

Please send a confirmation at your earliest convenience.

Sincerely yours,

BELLMONT CORPORATION

Sue Fremont
Secretary

TM-17

SOCIAL LETTER

CARTA SOCIAL

May 31, 1978

Mrs. Marie Ziggler
306 Mount Circle
Dallas, Texas 75602

Dear Marie,

Your contribution of time and effort in behalf of the young people of this community is sincerely appreciated by every parent.

I have heard wonderful comments on your successful fund-raising drive. The young people will enjoy the fruits of your labor for years to come.

It is people like you who make our community such an outstanding place to live. I'm happy to have had the opportunity to work with you.

Sincerely,

Lois Stevens,
Vice-Principal

ris

TM-18

LETTER OF TRANSMITTAL

CARTA DE TRANSMISIÓN

February 16, 1978

Mrs. Lillian McRoberts
2629 Briardale
Forney, Texas 75201

Dear Mrs. McRoberts:

The legal papers which we discussed during our recent telephone conversation are enclosed for your consideration and signature.

Please read each paragraph carefully to determine if the information is correct. If you are in full agreement, place your signature on the three lines marked with a red "X" and return the papers to me.

As soon as I receive the papers, I will notify Mr. Thompson of your approval, and he can continue with the sale as scheduled.

Yours truly,

J. B. Turner
Attorney-At-Law

ris

Enclosure

The Heading

federal savings & loan association
2311 commerce street austin, texas 90321
p.o. box 4511 telephone-area code-(512) 741-9311

Letterhead

September 7, 1977 ← Date line

The Opening

Mr. and Mrs. John Smith
203 Carter
San Marcos, Texas 76304 ← Inside Address

Dear Mr. and Mrs. Smith: ← Greeting

The Body

Thank you for placing your savings at Federal Savings. We take this opportunity to say we appreciate your business and to enclose your savings book.

If you should have additional money which you wish to save for the future, we hope you will deposit with us.

Please let us know if we can be of further service.

Sincerely, ← Complimentary closing

The Closing

J. Edward Borden
President ← Identification of writer

JEB:s ← Reference initials

Enclosure ← Enclosure notation

cc: J. R. Malone ← Carbon copy notation

The four parts of a Business Letter
(BLOCKED STYLE)

CUATRO PARTES DE UNA CARTA DE NEGOCIO
EN FORMA CUADRADA

TM-20

The Heading

PARKER OIL COMPANY

INTEROFFICE MEMO

TO: Mr. John Jones, Sales Manager

FROM: Ms. Carol Weaver, Purchasing Secretary

The Subject → SUBJECT: Office desks for Sales Department

DATE: June 21, 1977

The Message

Your purchase order for secretarial desks has been received. These were ordered on June 17 from Ace Office Supply and should arrive no later than July 10, 1977.

If you have any questions, call Extension 419.

cw

THE MAIN PARTS OF A MEMORANDUM
PARTES IMORTANTES DE UNA NOTA

TM-21

federal savings & loan association
2311 commerce street austin, texas 90321
p.o. box 4511 telephone-area code-(512) 741-9311

June 22, 1977

Mr. and Mrs. Earl Jones
2212 Azalea Lane
San Marcos, Texas 76304

Dear Mr. and Mrs. Jones:

Thank you for your most recent deposit to your savings account. You certainly display an interest in your future as shown by your regular deposits.

If we can be of service to you in any other area of your financial planning, please let us know. Enclosed is a brochure explaining our services.

Sincerely yours,

J. Howard Borden
President

JHB:s

enclosure

EXAMPLE OF A BLOCKED BUSINESS LETTER
EJEMPLO DE UNA CARTA DE NEGOCIO EN FORMA CUADRADA

TM-22

federal savings & loan association
2311 commerce street austin, texas 90321
p.o. box 4511 telephone-area code-(512) 741-9311

June 22, 1977

Mr. and Mrs. Earl Jones
2212 Azalea Lane
San Marcos, Texas 76304

Dear Mr. and Mrs. Jones:

Thank you for your most recent deposit to your savings account. You certainly display an interest in your future as shown by your regular deposits.

If we can be of service to you in any other area of your financial planning, please let us know. Enclosed you will find a brochure explaining our services.

Very truly yours,

J. Howard Borden
President

JHB:s

enclosure

EXAMPLE OF A MODIFIED BLOCKED BUSINESS LETTER
EJEMPLO DE CARTA DE NEGOCIO EN FORMA MODIFICADA CUADRADA

TM-23

EXAMPLES OF CASH REGISTER TAPE, SALES SLIP AND SALES RECEIPT

EJEMPLOS DE LA CINTA DE LA CAJA REGISTRADORA, RECIBO DE VENTA Y RECIBO DE INGRESO.

DUNSTON'S

JAN 10

$ 006.98	GR	Grocery / *Compras*
$ 018.49	MT	Meat / *Carne*
$ 000.89	PR	Produce / *Producto*
$ 000.86	PR	
$ 000.65	PR	
$ 000.60	PR	
$ 028.47	TLA	Total Amount / *Cta. total*
$ 030.00	AT	
$ 01.53	CHA	Amount taken from customer / *Cantidad tomada del cliente*

YOUR RECEIPT
****

Change / *cambio*

CASH REGISTER TAPE

SINTA DE LA CAJA REGISTRADORA

BEALL'S DEPT. STORE
1312 Belaire Road
Los Angeles, Ca. 90000

DATE _____ 19__

M _____

ADDRESS _____

CLERK	CASH	C.O.D.	CHARGE	ON ACCT	SHIP	PAID OUT

QUAN	DESCRIPTION	PRICE	AMOUNT
		SUBTOTAL	
		ADD 5% TAX	
		TOTAL	

REC'D BY _____

All returns must be accompanied by this bill.

SALES SLIP

RECÍBO DE VENTA

No. 4

_____ 19__

Received from _____

_____ *Dollars*

FOR _____

$_____ Check ☐ Cash ☐

SALES RECEIPT

SALES RECEIPT

RECÍBO DE INGRESO

TM-1

CASH REFUND SLIP

RECÍBO DE DINERO DEVUELTO

DATE _____ 19___

M _____

ADDRESS _____

CLERK	CASH	C.O.D.	CHARGE	ON ACCT	SHIP	PAID OUT

QUAN	DESCRIPTION	PRICE	AMOUNT
	SUBTOTAL		
	ADD 5% TAX		
	TOTAL		

REC'D BY _____

All returns must be accompanied by this bill.

TM-2

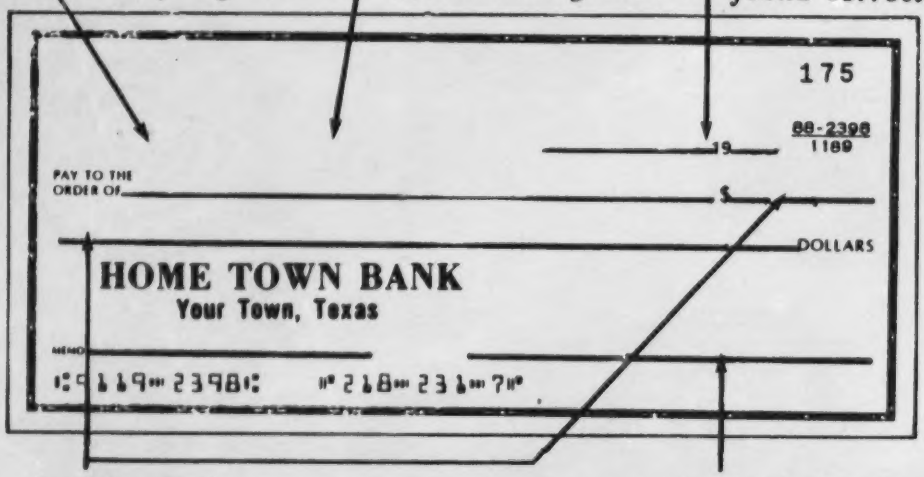
CASH PAYMENT RECORDS

ARCHÍVO DE PAGOS DE DINERO

Is the writing in ink and legible?
¿Está escrito con tinta y legible?

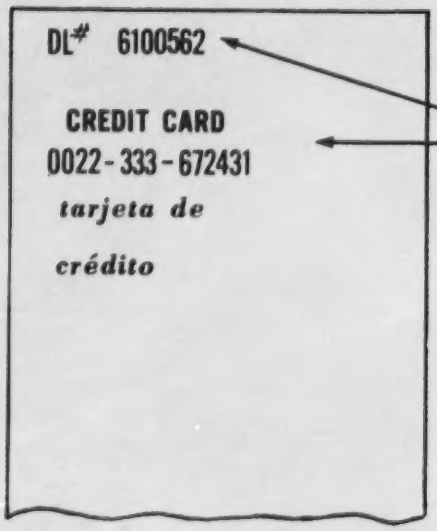
Is the payee's name correct?
¿Es correcto el nombre del girador?

Is the check correctly dated?
¿El cheque tiene la fecha correcta?



Do the amounts agree?
¿La cantidad coincide?

Is the check signed? Does the drawer have identification?
¿Está el cheque firmado? ¿El girador tiene identificación?



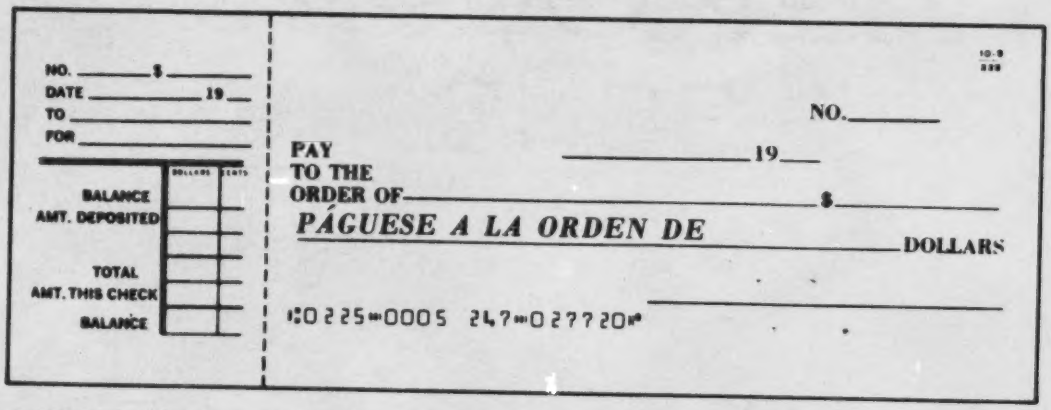
Driver's License number and Credit Card account number on back of check as proof of identification.

Número de la licencia de manejo y número de la tarjeta de crédito deben ser escritos en la parte de atras para fines de identificación.

TM-3

EXAMPLES OF CHECK WITH STUB AND CHECK WITH VOUCHER

EJEMPLO DE CHÉQUE CON TALÓN Y CHÉQUE CON COMPROBANTE



NO. _____ $ _____
DATE _____ 19__
TO _____
FOR _____

	DOLLARS	CENTS
BALANCE		
AMT. DEPOSITED		
TOTAL		
AMT. THIS CHECK		
BALANCE		

NO._____

PAY _____ 19__
TO THE
ORDER OF _____ $_____
PÁGUESE A LA ORDEN DE _____ DOLLARS

_____

⑆0225⑈0005 247⑈027720⑈

NO. 344

INVOICE NUMBER	INVOICE DATE MO	DAY	YR		GROSS AMOUNT	DISCOUNT	NET AMOUNT
FECTURA NÚMERO	*MES*	*DÍA*	*AÑO*		*IMPORTE TOTAL*	*DESCUENTO*	*CANTIDAD NETA*

DETACH BEFORE DEPOSITING CHECK
SEPARARLO ANTES DE DEPOSITAR EL CHEQUE

NO. 344

MO	DAY	YR
MES	*DÍA*	*AÑO*

PAY TO THE ORDER OF
PÁQUESE A LA ORDEN DE

AMOUNT
CANTIDAD

_____ DOLLARS

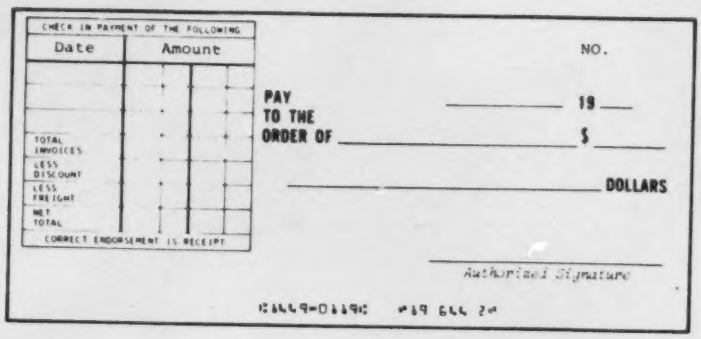
_____
AUTHORIZED SIGNATURE
FIRMA AUTORIZADA

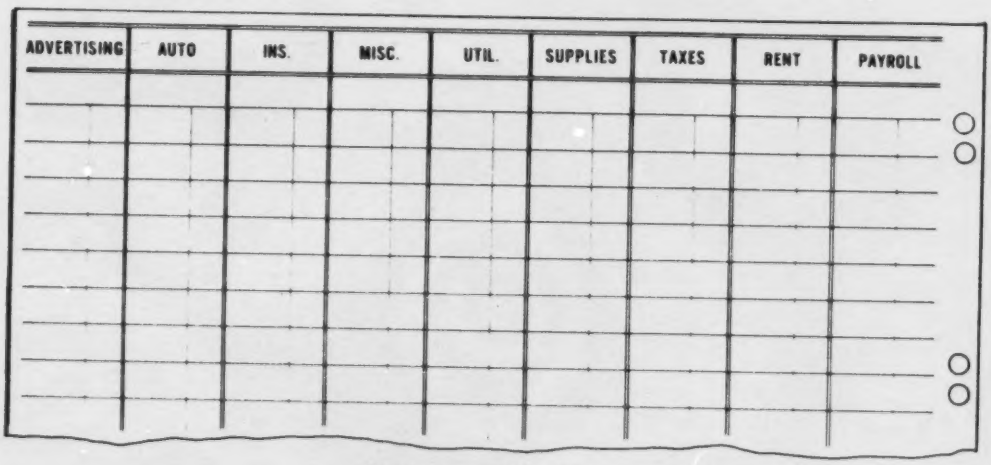
⑆1449⑈0189⑆ ⑈19 644 2⑈

TM-4

CHECKBOOK REGISTER AND CHECK

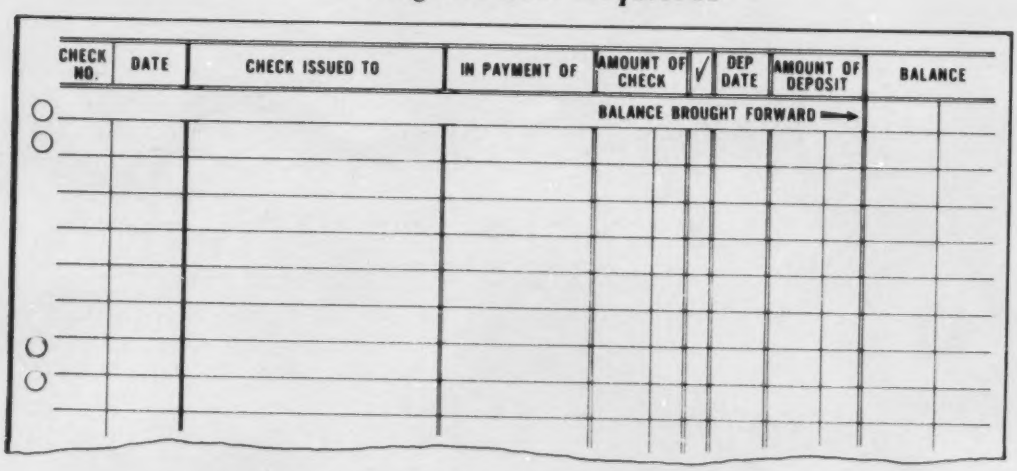
REGISTRO DEL DE CHÉQUES Y EL CHÉQUE





Register–Left Side

Registro-Lado Izquierdo



Register–Right Side

Registro-Lado Derecho

TM-5

EXAMPLES OF AN INVOICE, RECEIVING REPORT AND PURCHASE ORDER

EJEMPLO DE UNA FACTURA, INFORME PARA RECIBIR MERCANCÍA, Y ORDEN PARA COMPRAR MERCANCÍA.

ACME OFFICE SUPPLY
207 W. Commerce
Dallas, Texas 75201

INVOICE NO. 6235

Sold To: Morrison Real Estate
202 W. College
Richardson, Texas 60321

Date 5/15/77
Terms Cash
Purchase Order No. 5131

QUANTITY	STOCK NO.	DESCRIPTION	UNIT PRICE	AMOUNT
6	#53	Correction Tape	3.00	18.00
1	#A2	Stapler	4.00	4.00
			Subtotal	22.00
			Shipping	3.26
			TOTAL	25.26

MORRISON REAL ESTATE

RECEIVING REPORT

Received From: Acme Office Supply
207 W. Commerce
Dallas, Texas 75201

Date 5-26-77
Counted By:
O.K.

Via

QUANTITY	DESCRIPTION	
6	#53 Correction Tape	OK
1	#A2 Stapler	OK

MORRISON REAL ESTATE
202 W. College
Richardson, Texas 60321

PURCHASE ORDER NO. 5131

To: Acme Office Supply
207 W. Commerce
Dallas, Texas 75201

F.O.B.	ITEMS NEEDED BY:	TERMS	VIA	DATE

QUANTITY	STOCK NO.	DESCRIPTION	UNIT PRICE	AMOUNT
6	#53	Correction Tape	3.00	18.00
1	#A2	Stapler	4.00	4.00

BY: _____
Purchasing Agent

TM-6

PETTY CASH FUND

FONDO EFECTIVO PARA EL PAGO DE GASTOS MENORES

PAYS FOR SMALL EXPENSES INVOLVED IN OPERATING OFFICE

GASTOS MENORES REFERENTE A OPERACIONES DENTRO DE LA OFICINA

- **STAMPS**
  TIMBRES
- **DELIVERY**
  ENTREGAS
- **ADVERTISING**
  PUBLICIDAD
- **BUS FARE FOR ERRANDS**
  PASAJE DEL CAMION PARA LOS RECADOS
- **TAXI FARE**
  PASAJE DEL TAXI
- **DINNER FOR EMPLOYEES WHO WORK LATE**
  COMIDAS PARA EMPLEADOS EL CUAL TRABAJAN TARDE
- **OFFICE SUPPLIES**
  EQUIPO PARA LA OFICINA

TM-1

PETTY CASH VOUCHER

COMPROBANTE PARA USAR EL FONDO EFECTIVO PARA GASTOS MENORES

NO. _____ AMOUNT $ _____
Num. *Cantidad*

PETTY CASH VOUCHER

DATE _____
Fecha

PAID TO _____
Pagado a

FOR _____
Para

CHARGE TO _____
Cargado a

APPROVED BY _____ RECEIVED BY _____
Aprovado por *Recibido por*

TM-2

SIMPLE PETTY CASH BOOK

UN LIBRO SIMPLE DE DINERO EFECTIVO PARA EL PAGO DE GASTOS MENORES

Date	Explanation	Received	Paid

TM-3

VIII-13

PETTY CASH BOOK

LIBRO COMPROBANTE PARA EL PAGO DE GASTOS N MENORES EN EFECTIVO

Date	Explanation	Vouchers	Receipts	Payments	Distribution of Payments			
					Office Supplies	Advertising	Messenger	Miscellaneous

TM-4

VIII-15

PETTY CASH SUMMARY

SUMARIO DEL FONDO EFECTIVO PARA EL PAGO DE GASTOS MENORES

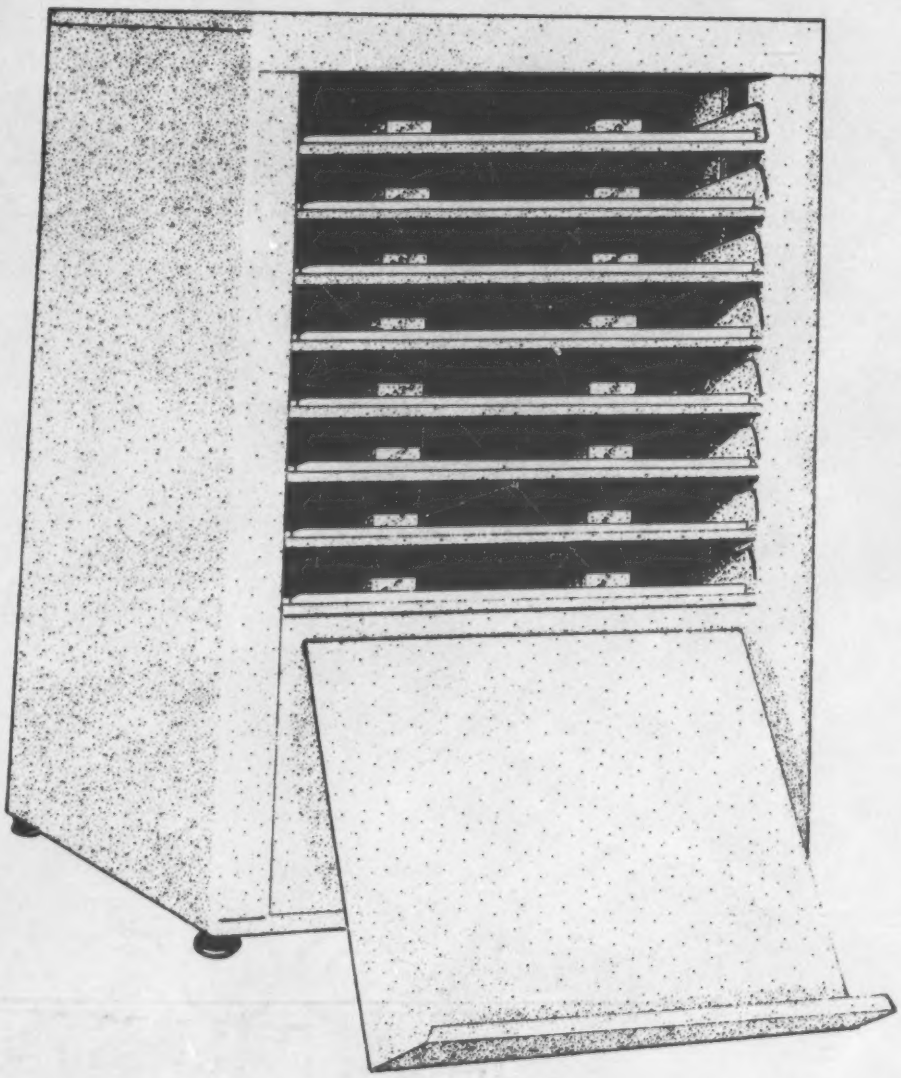
ENDON CORPORATION
PETTY CASH SUMMARY
July 30, 1977

Advertising Expense	$73.42
Delivery Expense	26.32
Miscellaneous Expense	14.13
Office Expense	81.81
Total Petty Cash Vouchers	$195.68
Plus Cash In Box	34.32
	$230.00

IM-5

PAPER COLLATOR

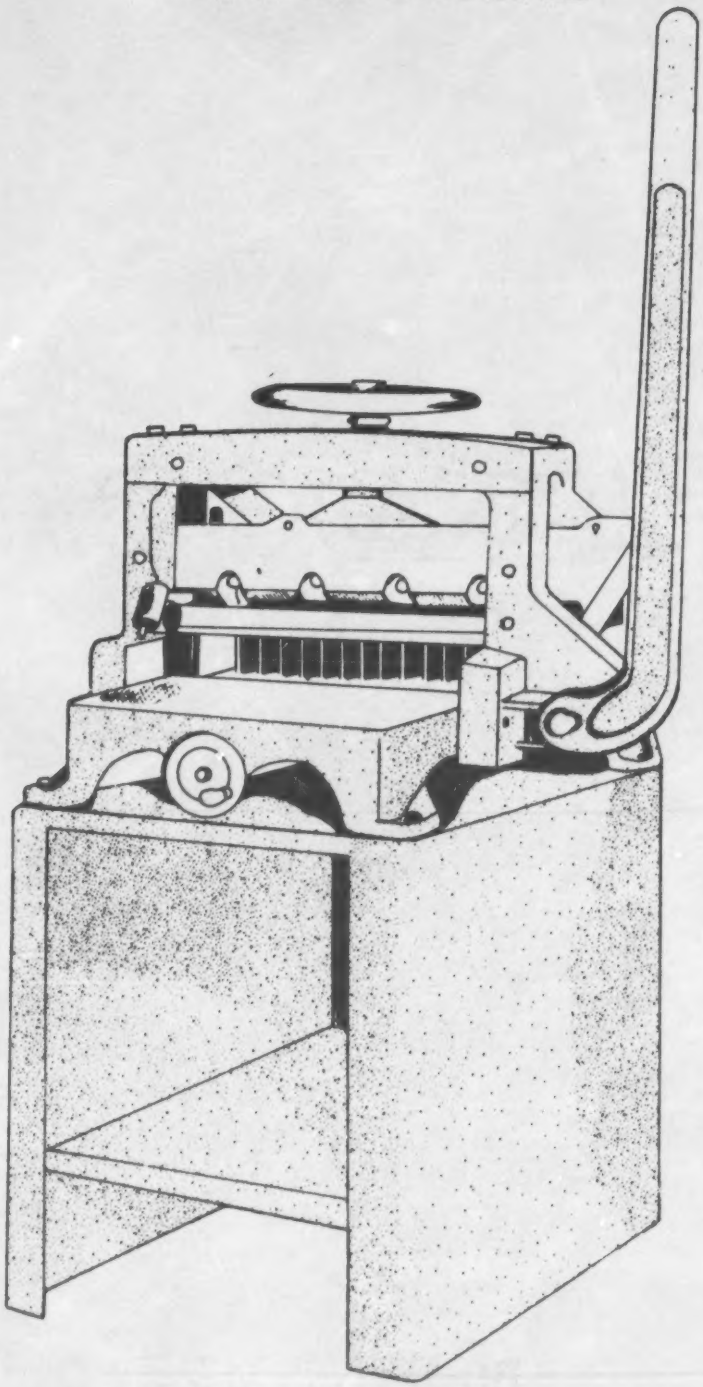
CONFRONTADOR DE PAPEL



IM-1

PAPER CUTTER

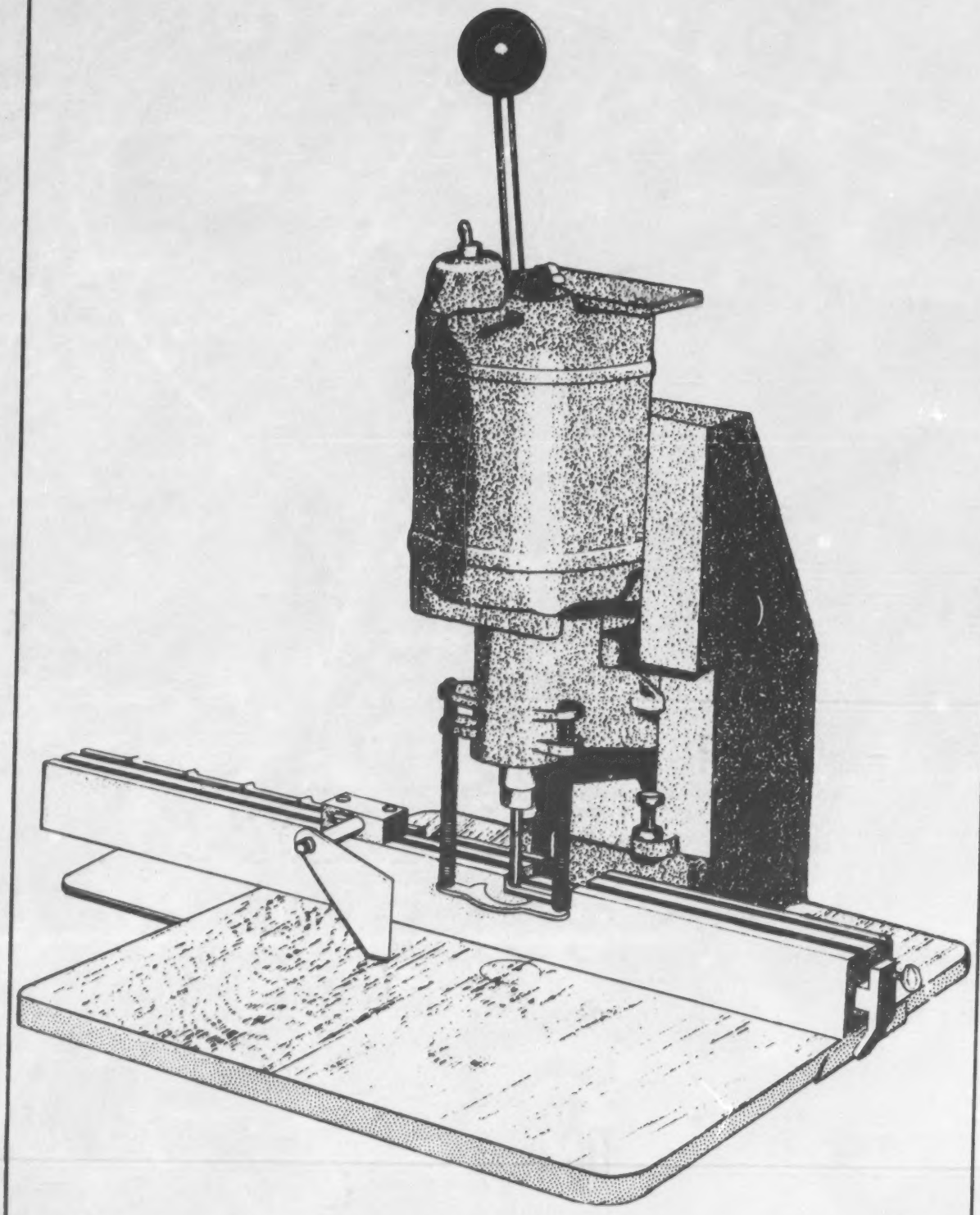
CORTADOR DE PAPEL



TM-2

PAPER DRILL

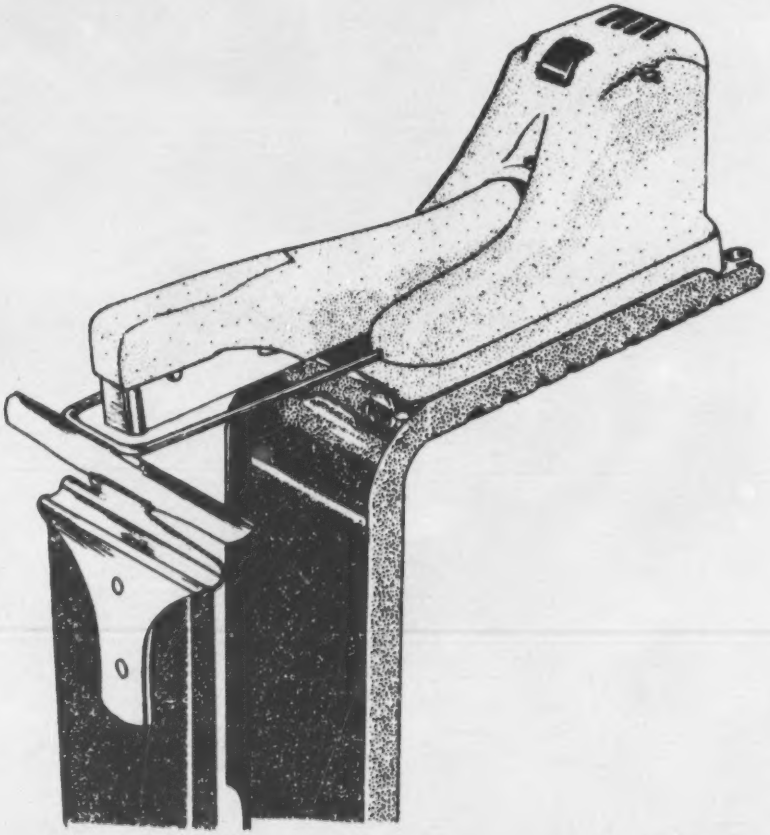
TALADRO DE PAPEL



TM-3

SADDLE BACK STAPLER

ENGRAPADOR DE SILLA DE ASIENTO



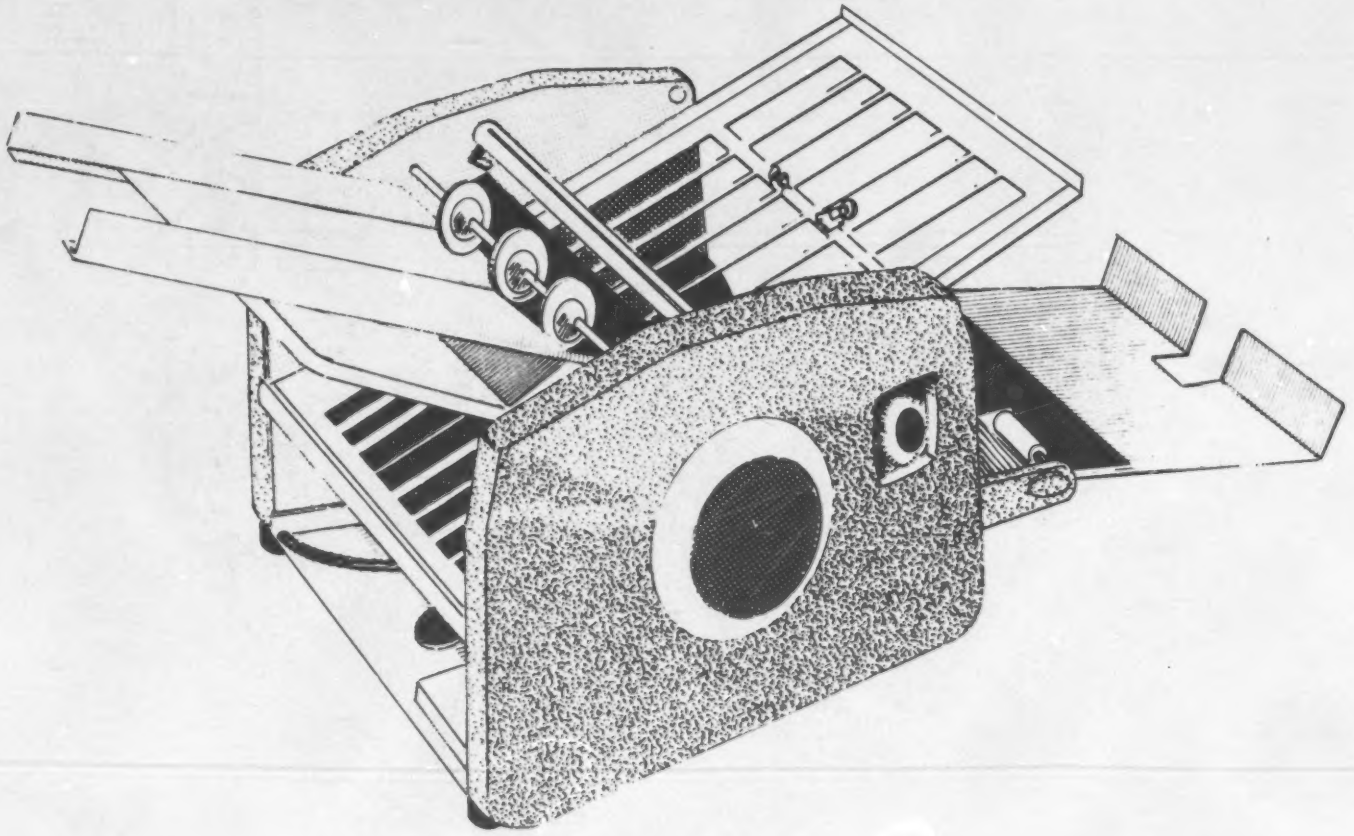
FOOT PEDAL

PEDAL DE PIE

TM-4

FOLDING MACHINE

MAQUINA QUE DOBLA EL PAPEL

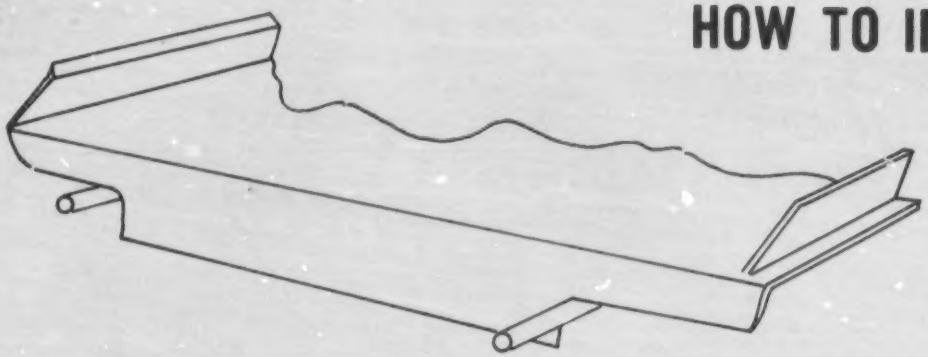


TM-5

IX-31

HOW TO INSERT UPPER FOLD PLATE

COMO ACOMODAR LA PLAQA DEL DOBLES DE ARRIBA



HOW TO INSERT LOWER FOLD PLATE

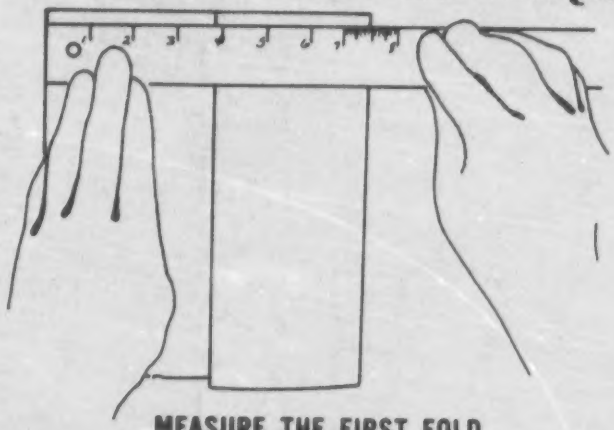
COMO ACOMODAR LA PLAQA DEL DOBLES DE ABAJO

TM-6

IX-33

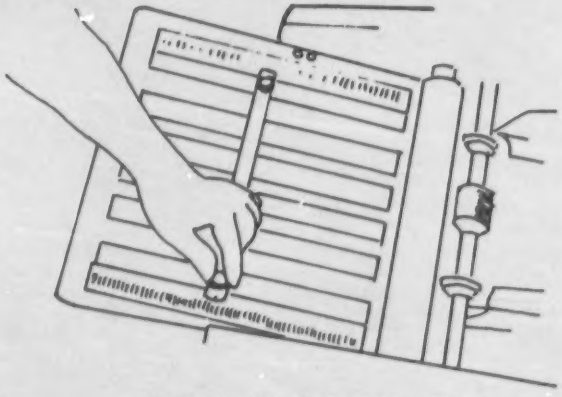
SETTING UPPER AND LOWER FOLD PLATE

ARREGLANDO LA PLAQA DEL DOBLES DE ARRIBA Y DE ABAJO



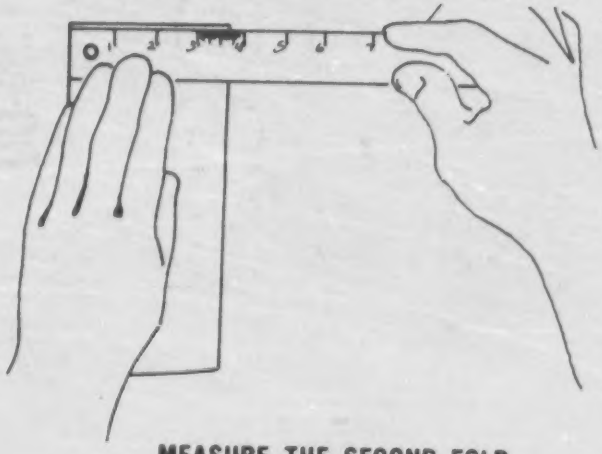
MEASURE THE FIRST FOLD

MIDIENDO EL PRIMER DOBLES



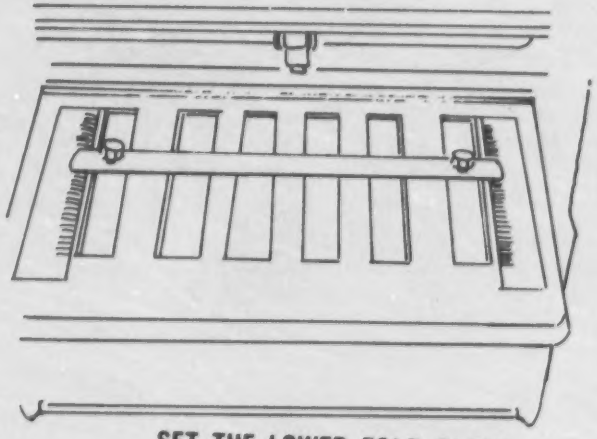
SET THE UPPER FOLD PLATE

ARREGLANDO LA PLAGA DEL DOBLES DE ARRIBA



MEASURE THE SECOND FOLD

MIDIENDO EL SEQUNDO DOBLES



SET THE LOWER FOLD PLATE

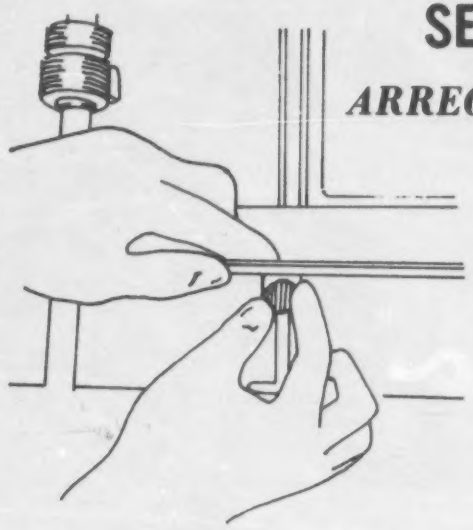
ARREQLANDO LA PLAGA DEL DOBLES DE ABAJO

TM-7

IX-35

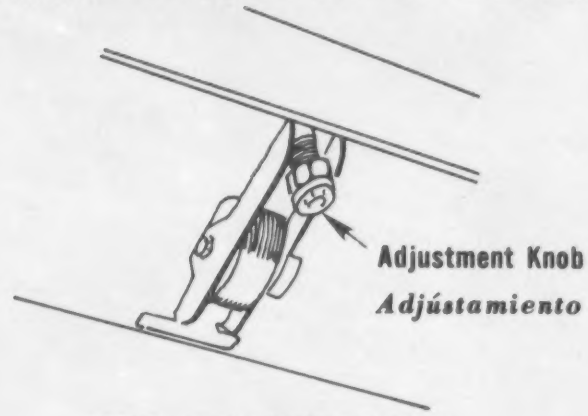
SETTING ADJUSTMENTS ON THE FOLDER

ARREGLANDO LOS AJÚSTAMIENTOS EN EL DOBLADOR

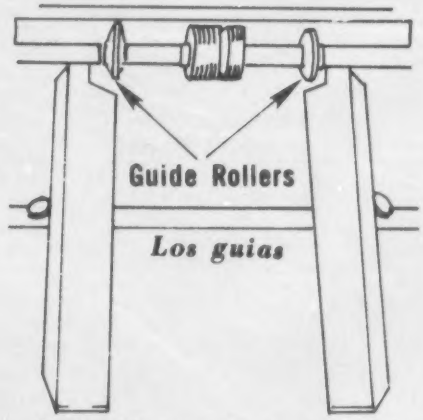


SET THE LEFT SIDE GUIDE RAIL

Ajuste la gúia esquierda

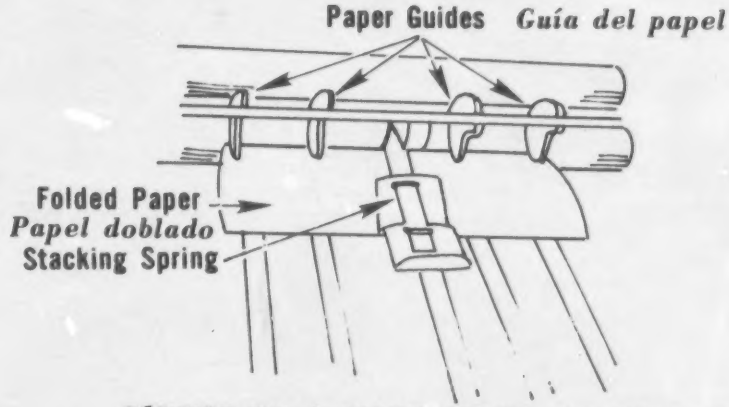


ADJUST THE FEEDING SYSTEM



POSITION THE GUIDE ROLLERS

Posicione los guias



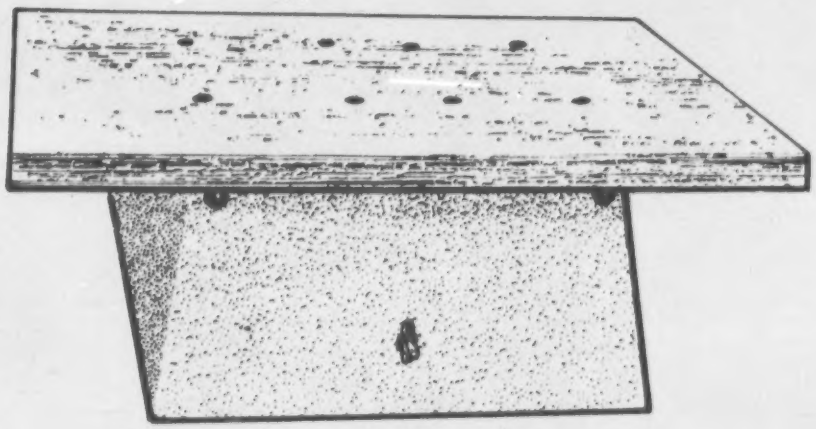
POSITION THE STACKING SPRING AND PAPER GUIDES

TM-8

IX-37

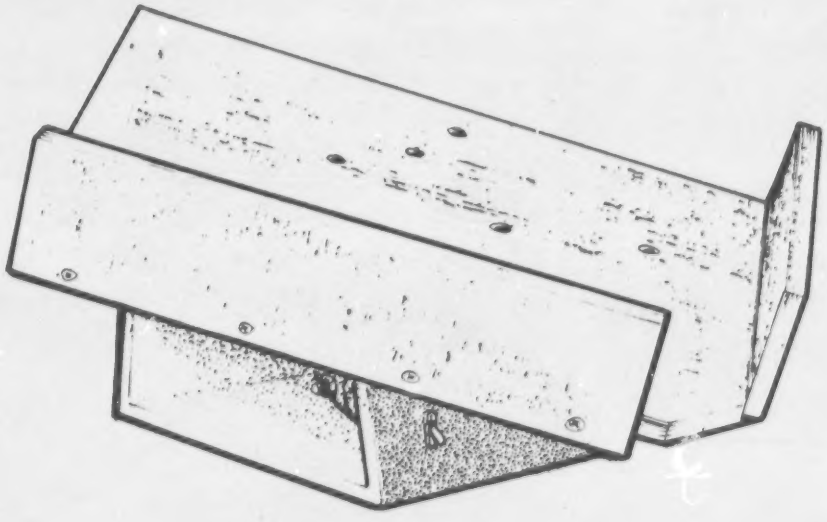
JOGGER

MAQUINA AJUSTADORA DEL PAPEL



FLAT TOP

LA PLATAFORMA EN NIVEL



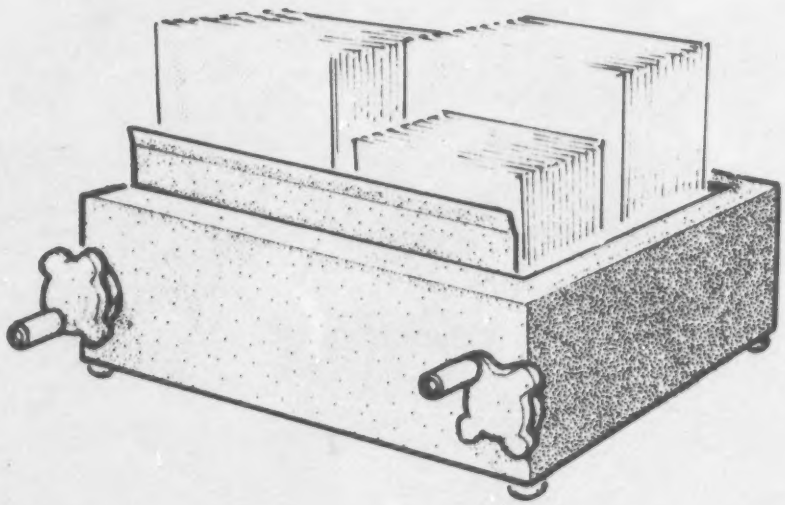
TILT TYPE

ESTILO DESANIVELADO

TM-9

PADDING PRESS

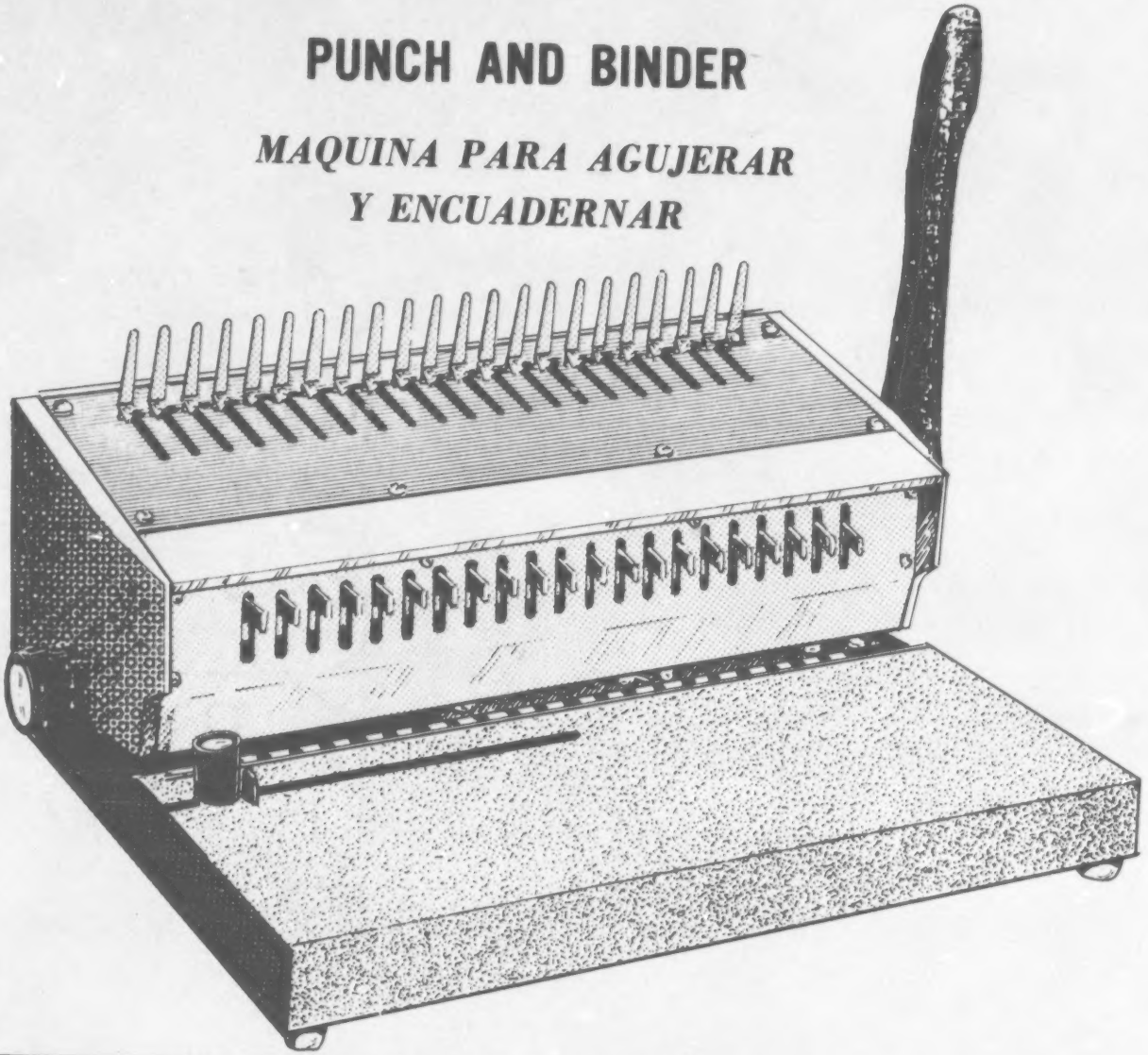
COMPRESADORA DE PARA RELLENAR CON PEGADURA



TM-10

PUNCH AND BINDER

MAQUINA PARA AGUJERAR Y ENCUADERNAR

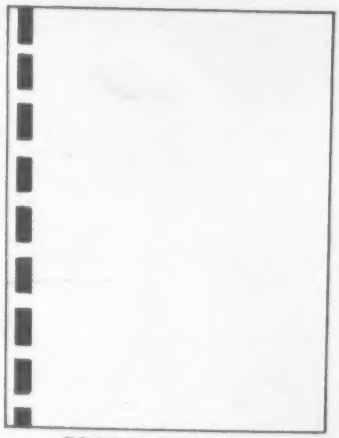


TM-11

IX-43

CORRECT AND INCORRECT PUNCHES

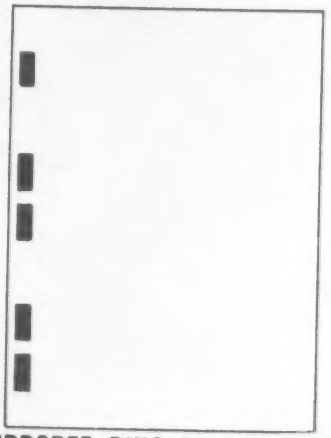
AGUJEROS INCORRECTOS Y CORRECTOS



EDGES PUNCHED

(Push-pull pin not de-activated on edge of paper)

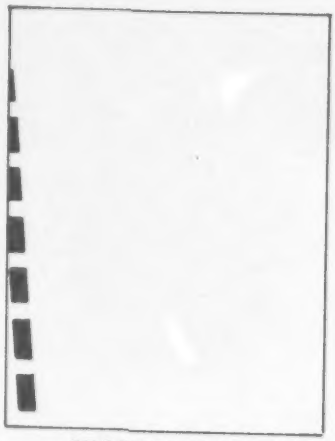
Agujero en la orilla



IMPROPER PINS DE-ACTIVATED

(leaves spaces not punched)

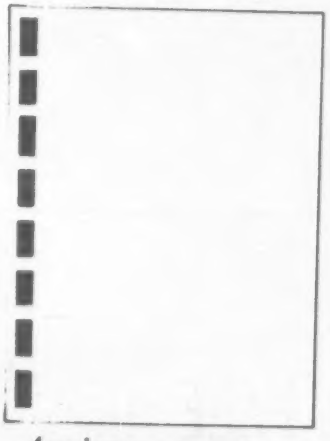
Agujero deactivado



CROOKED PUNCH

Agujero torcido

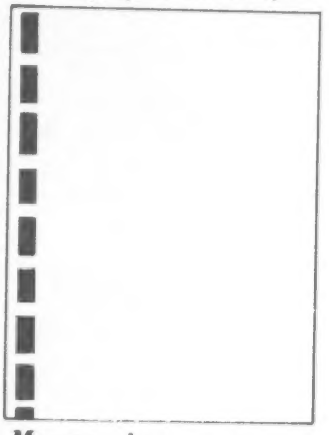
CORRECT PUNCH



Agujero correcto

INCORRECT MARGINS

(Top & Bottom)

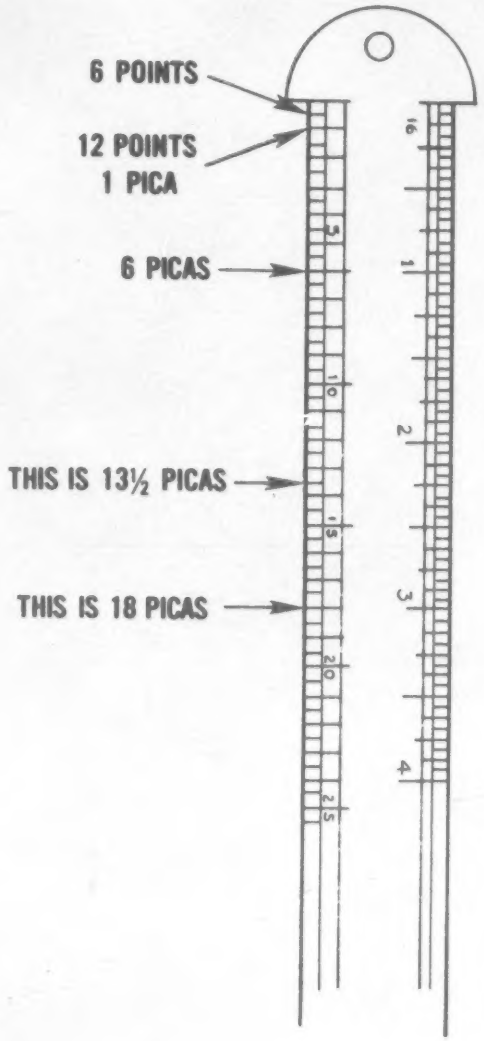


Margen incorrecto

TM-12

POINT SYSTEM SCALE

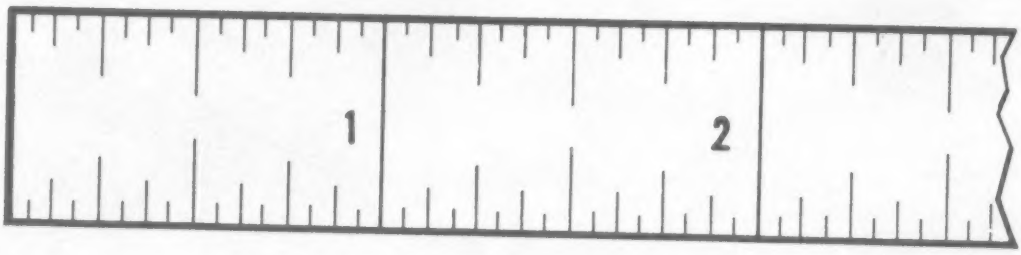
ESCALA PARA USO EN UNA IMPRENTA DEL SISTEMA PUNTO



TM-1

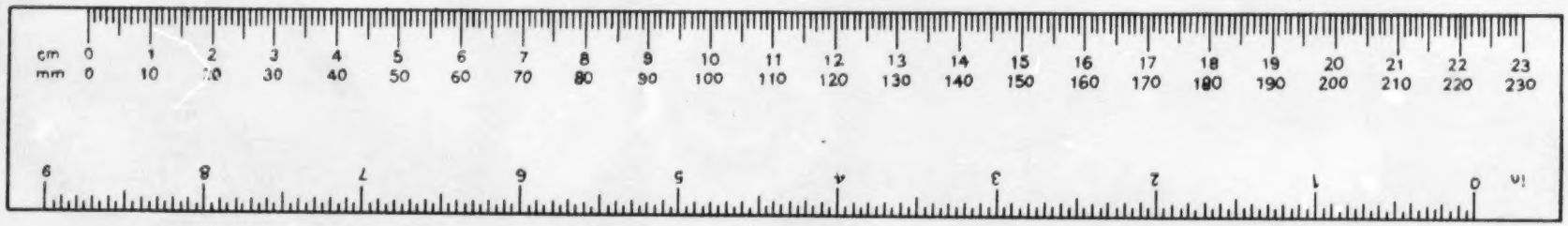
INCH SYSTEM SCALE

ESCALA SISTEMA DE PULGADA



METRIC SYSTEM SCALE

ESCALA SISTEMA METRICA



TM-3

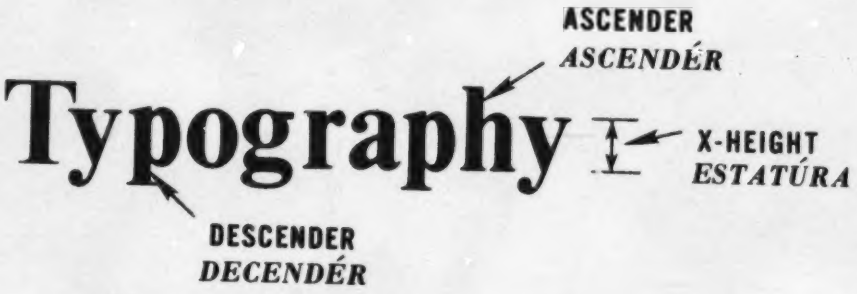
94

95

X-15

LETTER PARTS

PARTES DE LA LETRA



TM-4

GOTHIC LETTERS

LETRA GÓTICA

GOTHIC UPPER CASE

ABCDEFGHIJKLMNOPQRSTUVWXYZ

lower case

abcdefghijklmnopqrstuvwxyz

TM-1

ROMAN LETTERS

LETRA ROMANO

ROMAN UPPER CASE

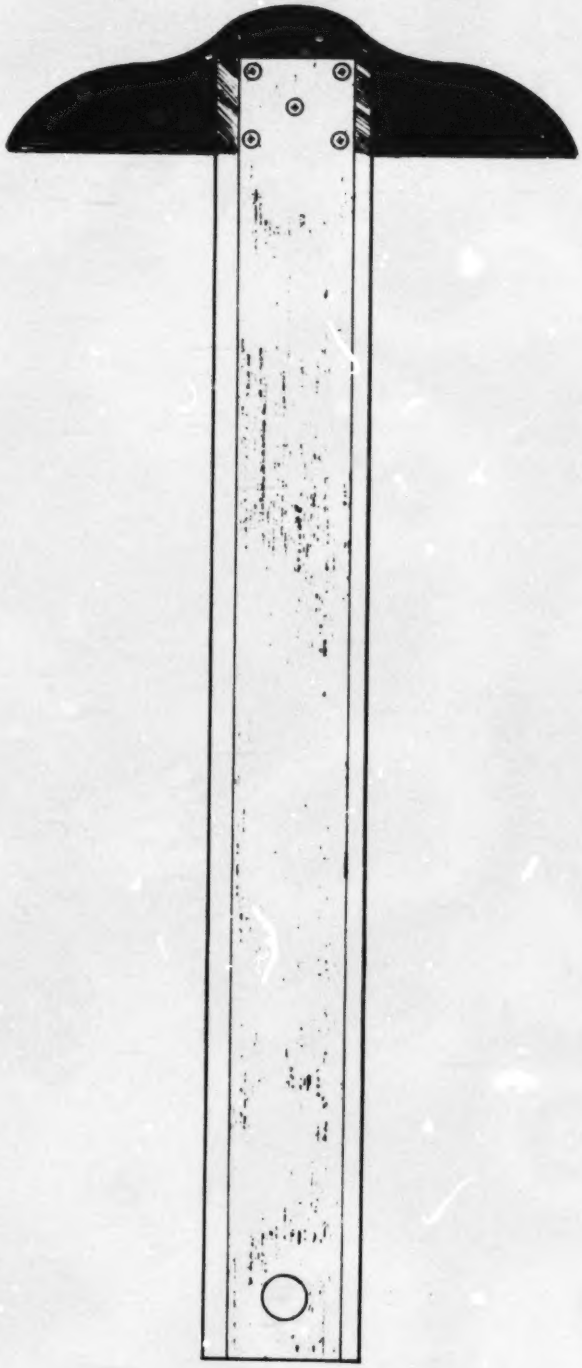
ABCDEFGHIJKLMNOPQRSTUVWXYZ

lower case

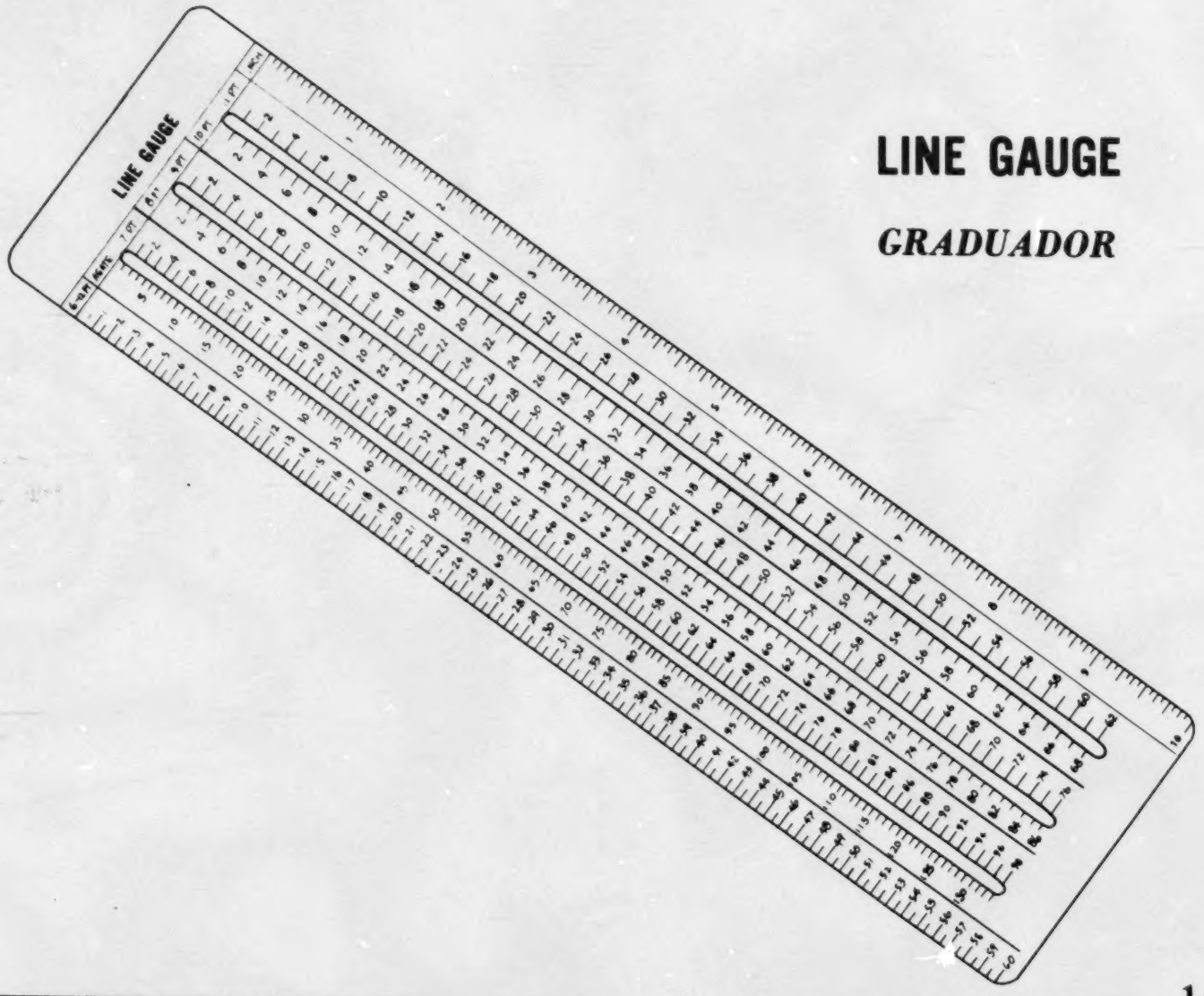
abcdefghijklmnopqrstuvwxyz

T-SQUARE

ESQUADRA T



TM-3



LINE GAUGE

GRADUADOR

TM-4

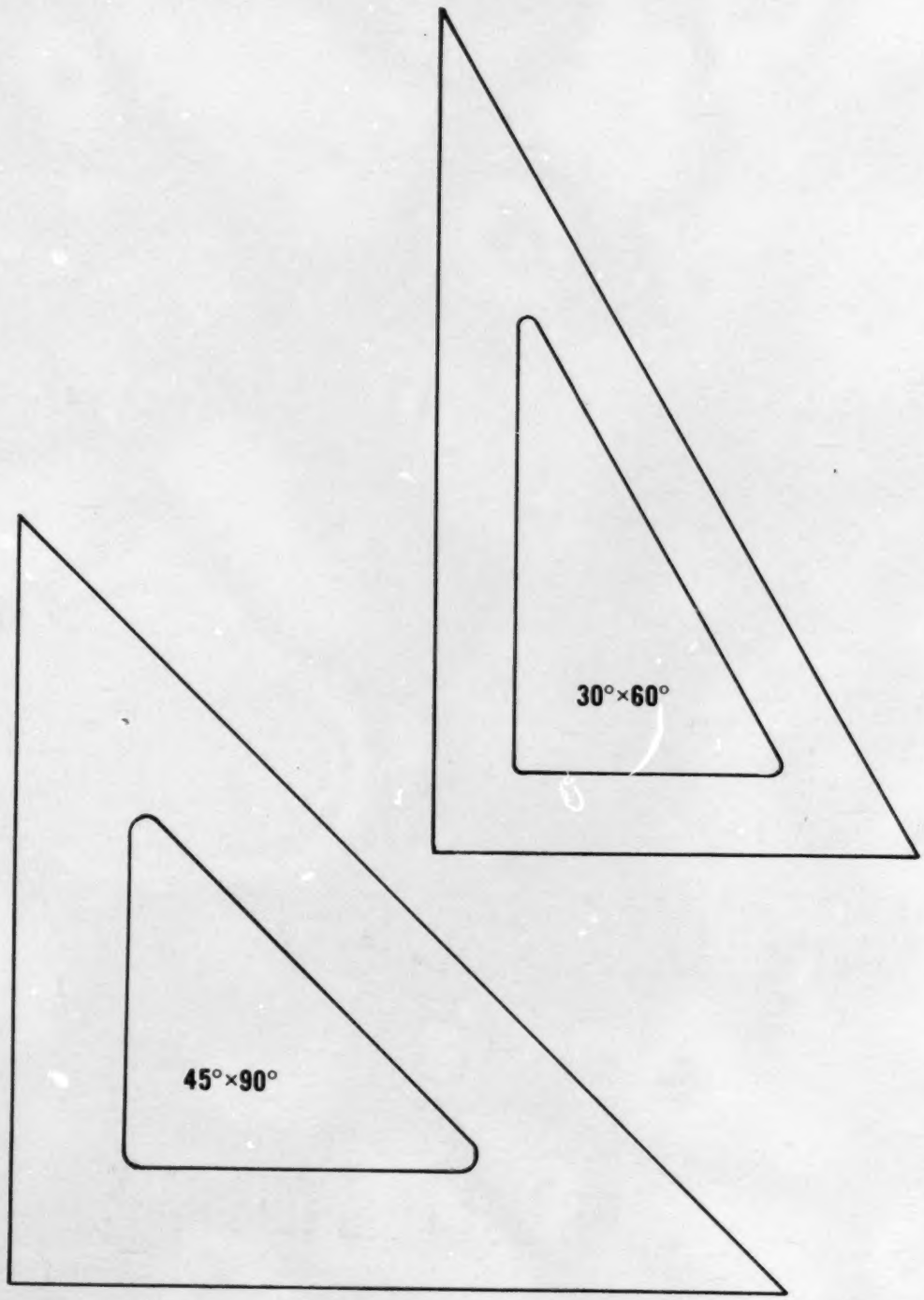
XI-15

100

101

TRIANGLES

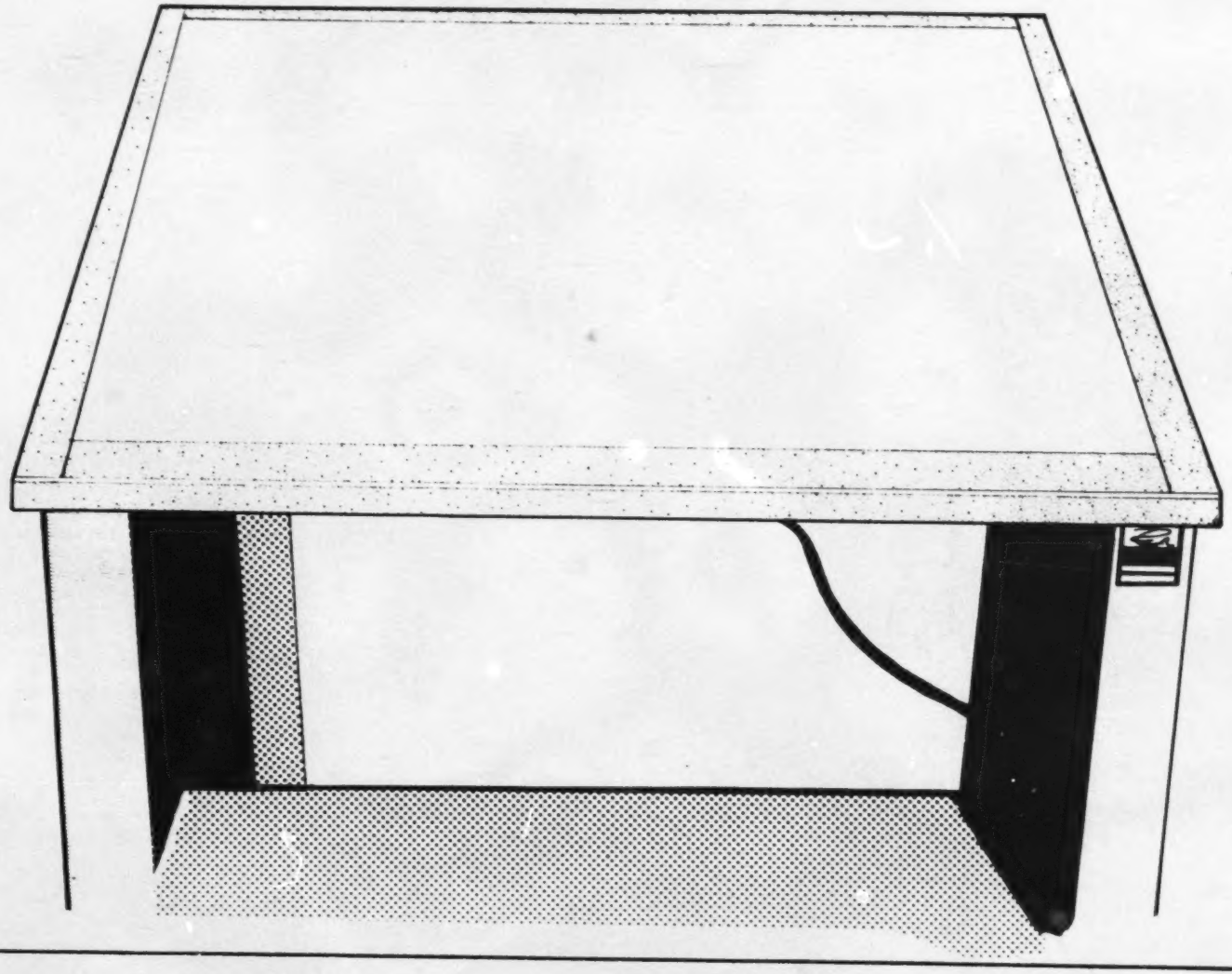
TRIANGULOS



TM-5

LIGHT TABLE

MESA DE LUZ

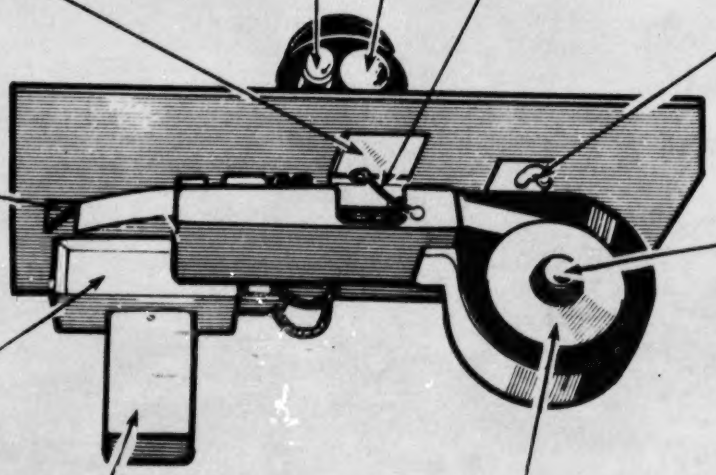


TM-6

XI-19

PHOTO COMPOSING MACHINE—INTERNAL PARTS

MAQUINA COMPOSITADORA DE PHOTOGRAFIA--PARTES INTERNAS



A. Red Safety Bulb
Foco Rojo De Seguridad

B. Clear Exposure Bulb
Foco Claro De Exposura

C. Glass Retaining Spring
Resorte Retenedor Del Vidrio

D. Adjustment Screw for Right Hand Shutter
Tornillo De Ajuste Para Mano Derecha

E. Magazine Cover Screw
Tornillo De Tapa Del Almacén

F. Paper Magazine
Almacén De Papel

G. Micro Switch Housing
Encasamiento De Interruptor Typo Micro

H. Automatic Timer Module
Modulacion De Tiempo Automatica

I. Paper Guide
Guia De Papel

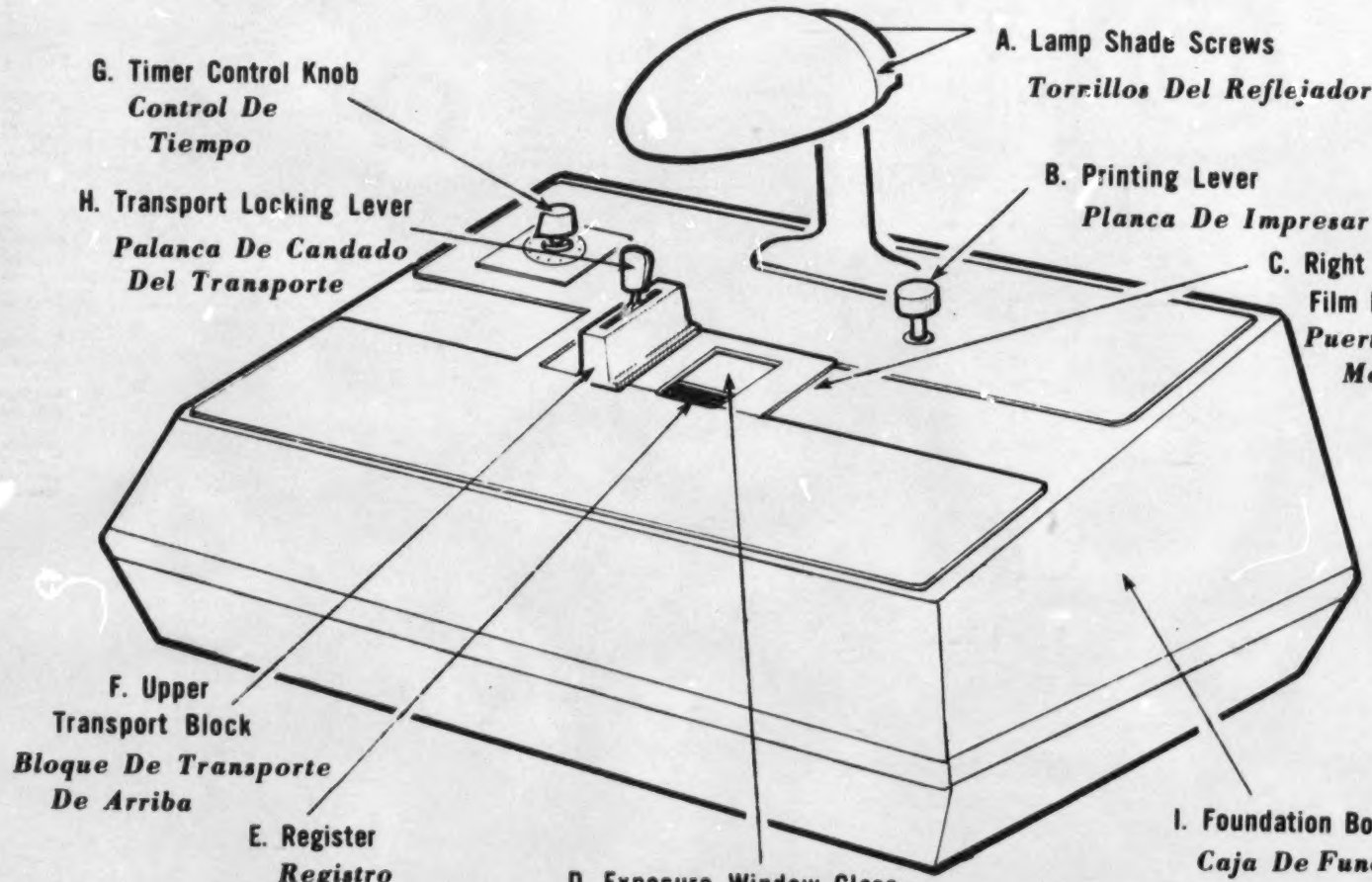
J. Glass Removal Channel
Canal Para Remover El Vidrio

TM-1

XII-11

PHOTO COMPOSING MACHINE—EXTERNAL PARTS

MAQUINA COMPOSITADORA DE PHOTOGRAFIA--PARTES EXTERNAS

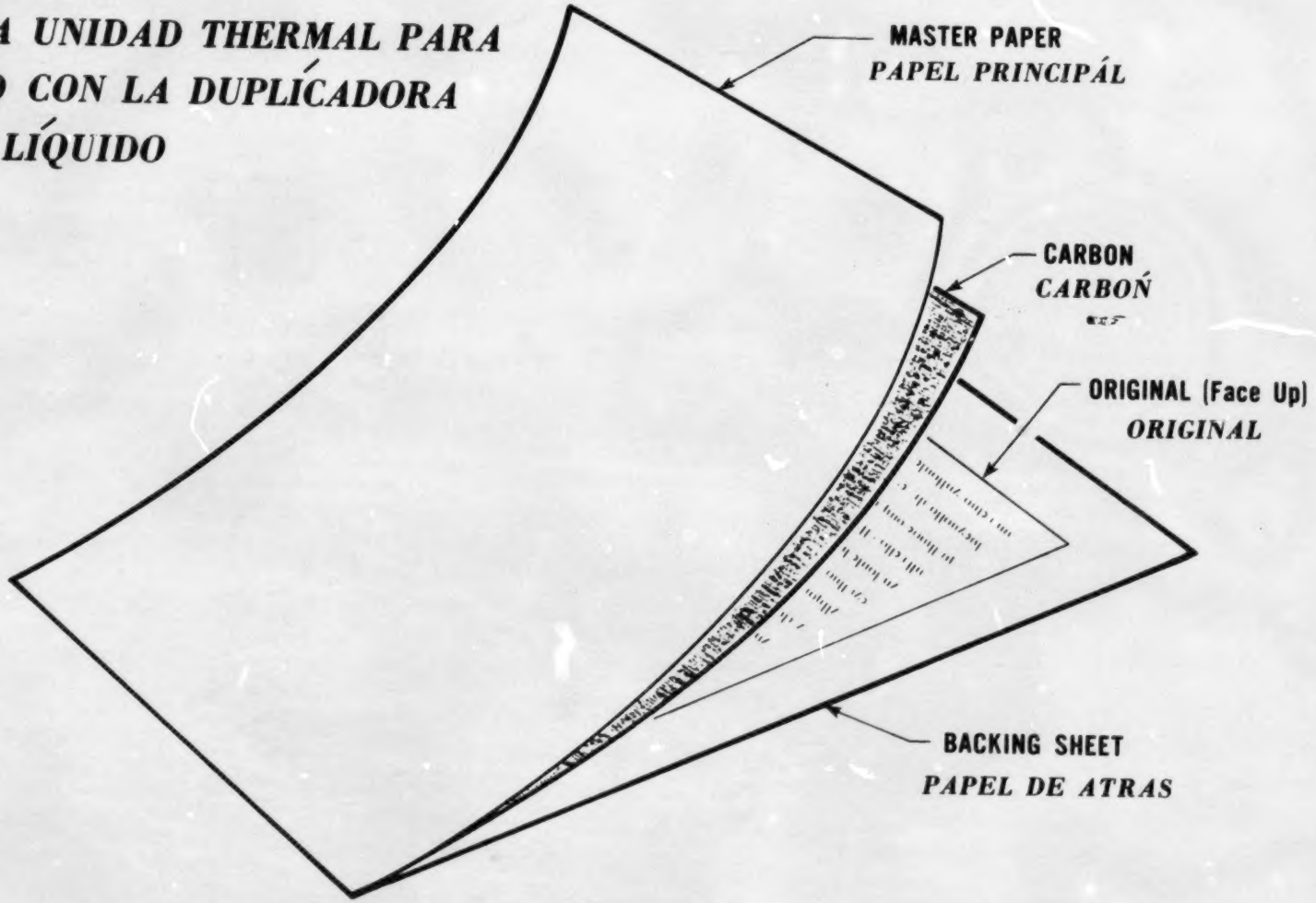


TM-2

XII-13

THERMAL MASTER UNIT

UNA UNIDAD THERMAL PARA USO CON LA DUPLICADORA DE LÍQUIDO

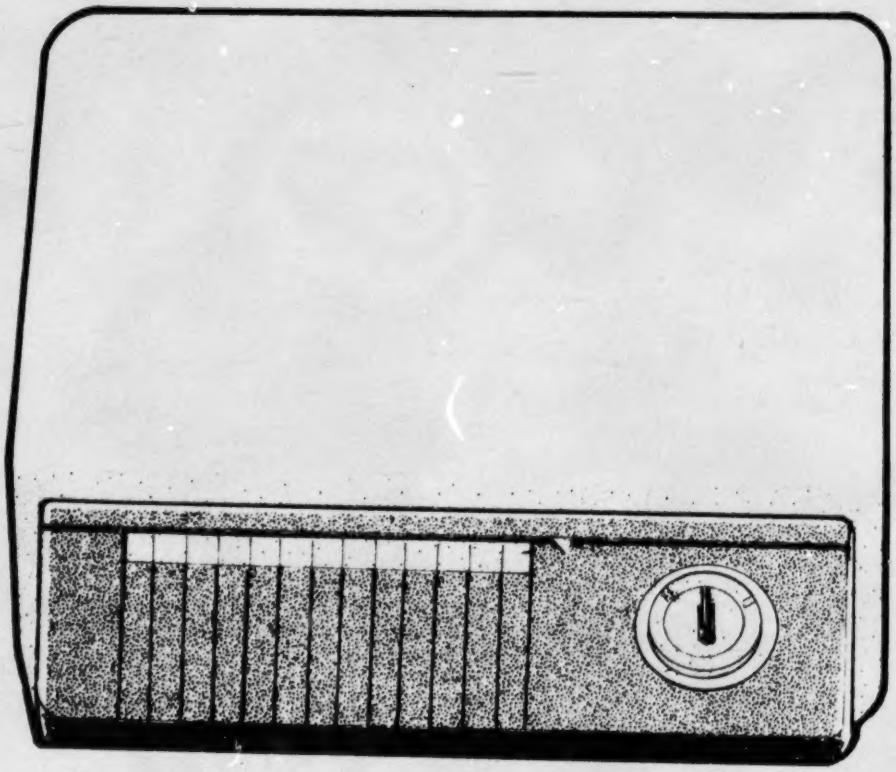


TM-1

XIII-9

INFRARED COPIER

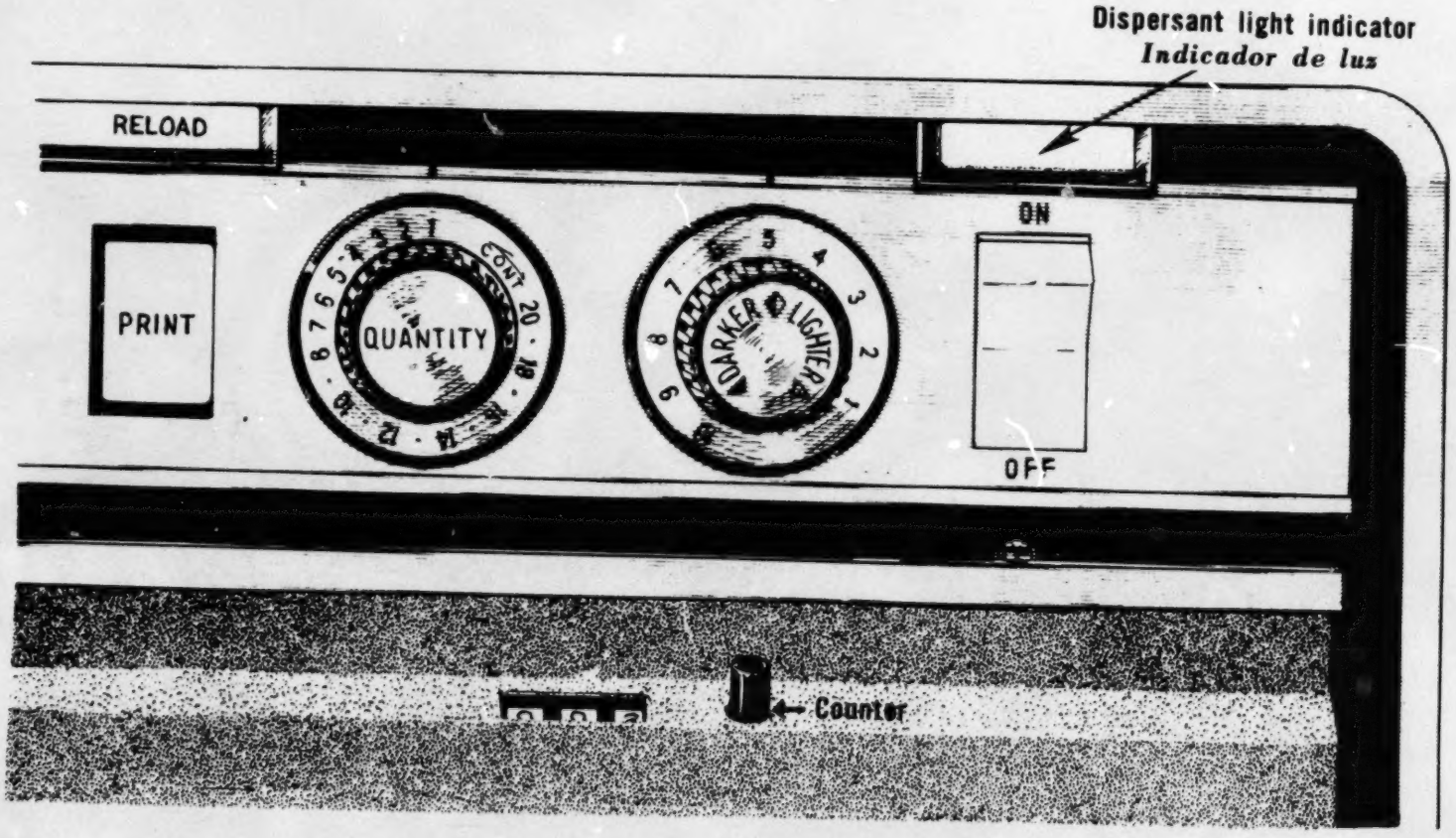
MAQUINA INFRARRÓJO PARA HACER COPIAS



TM-2

COPIER CONTROLS

CONTROLES DE LA MAQUINA PHOTOSTATICA

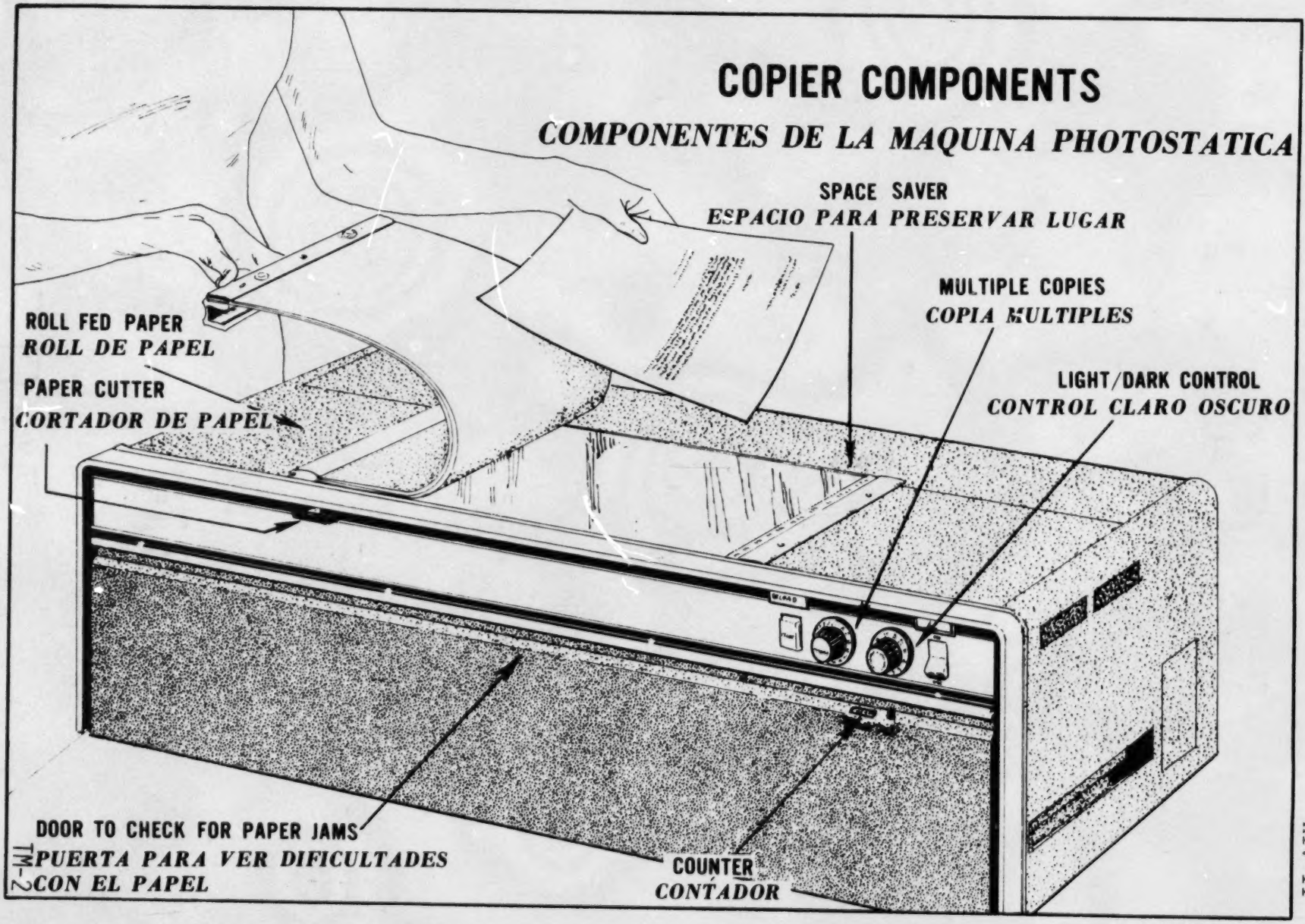


TM-1

XIV-9

COPIER COMPONENTS

COMPONENTES DE LA MAQUINA PHOTOSTATICA

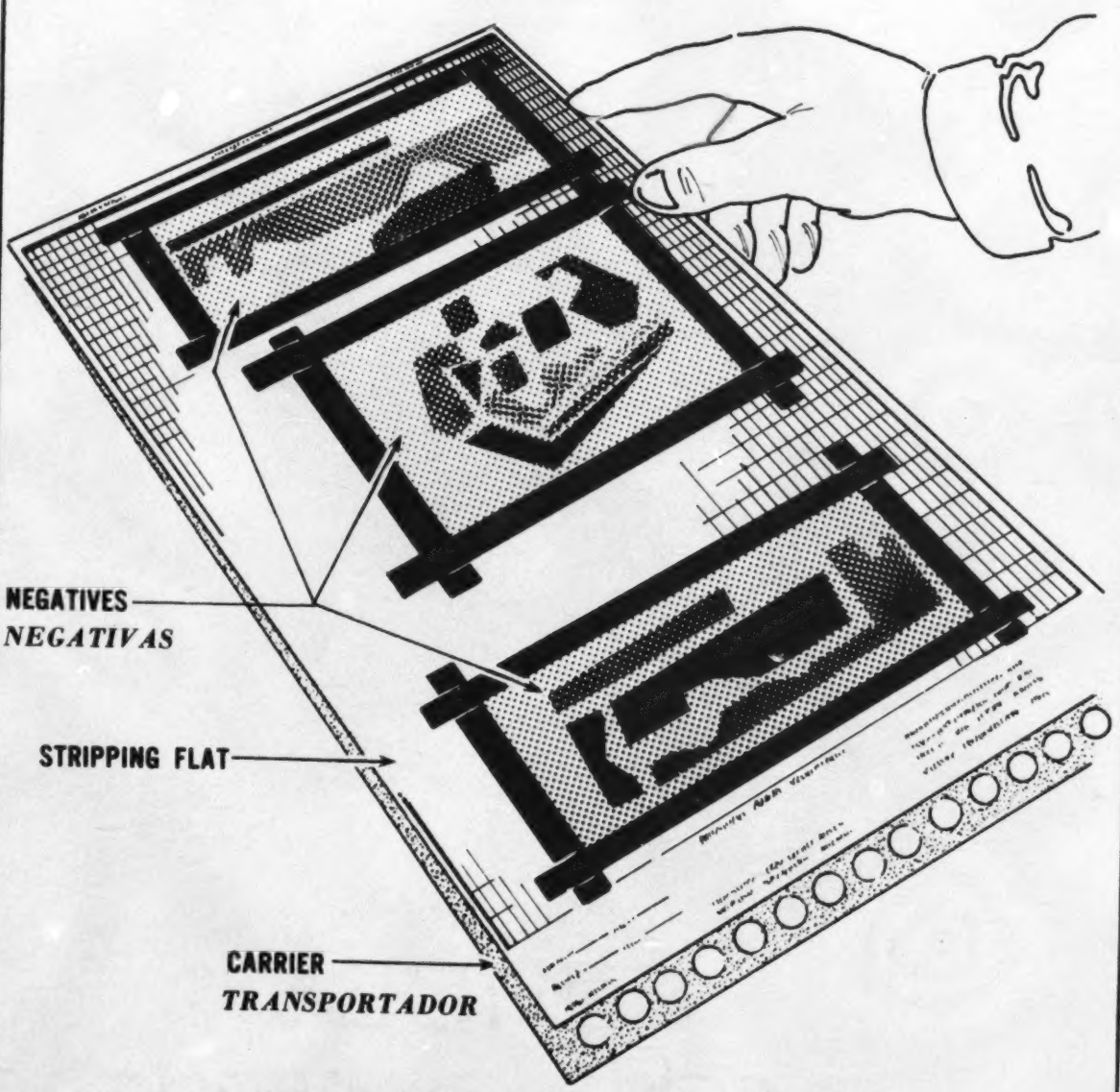


TM-2

XIV-11

STRIPPING FLAT

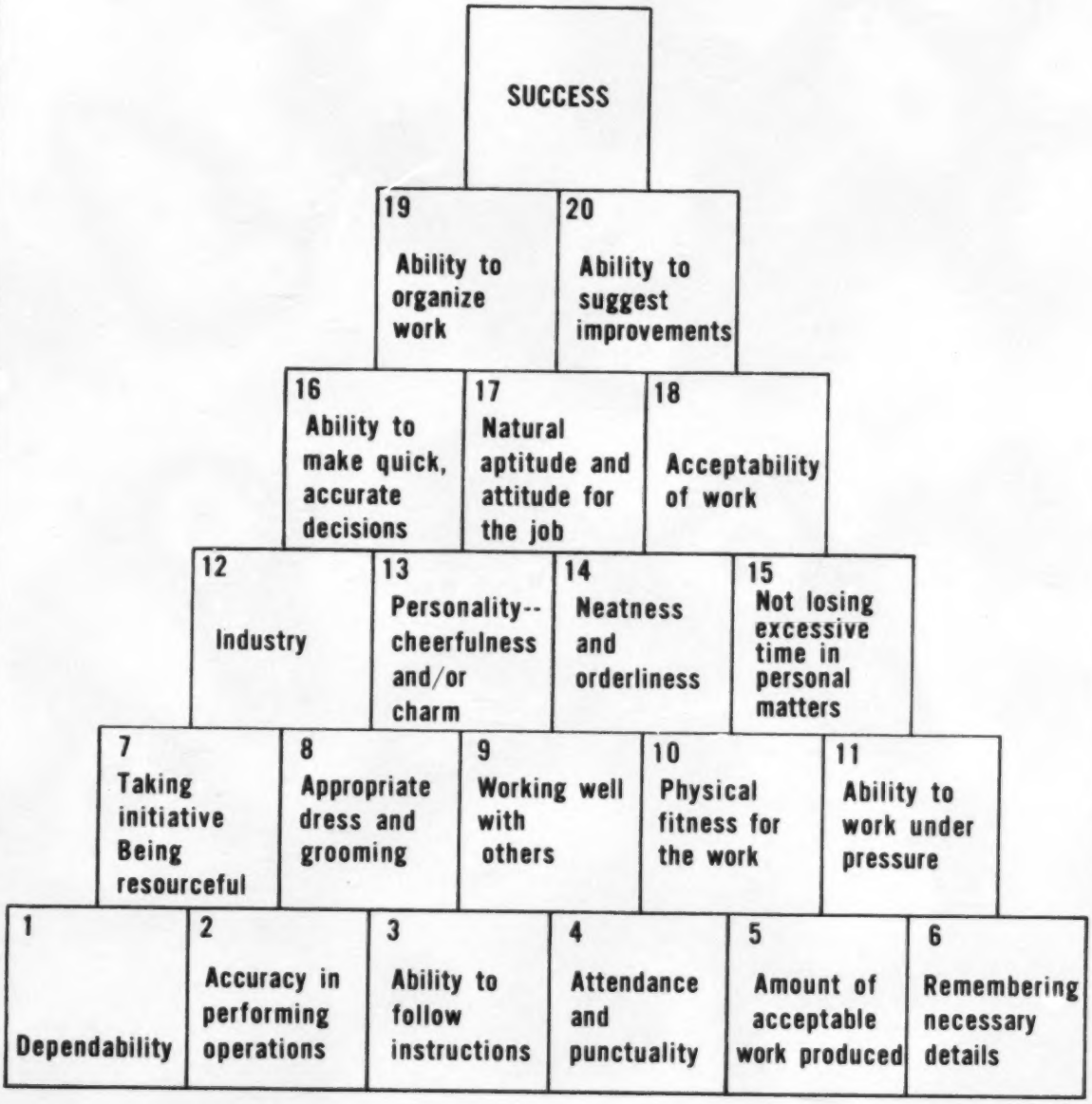
DESMOLDAMIENTO PLÁNO



TM-3

PYRAMID BLOCKS OF SUCCESS

BLOQUES PIRÁMIDE DE BUEN EXITO

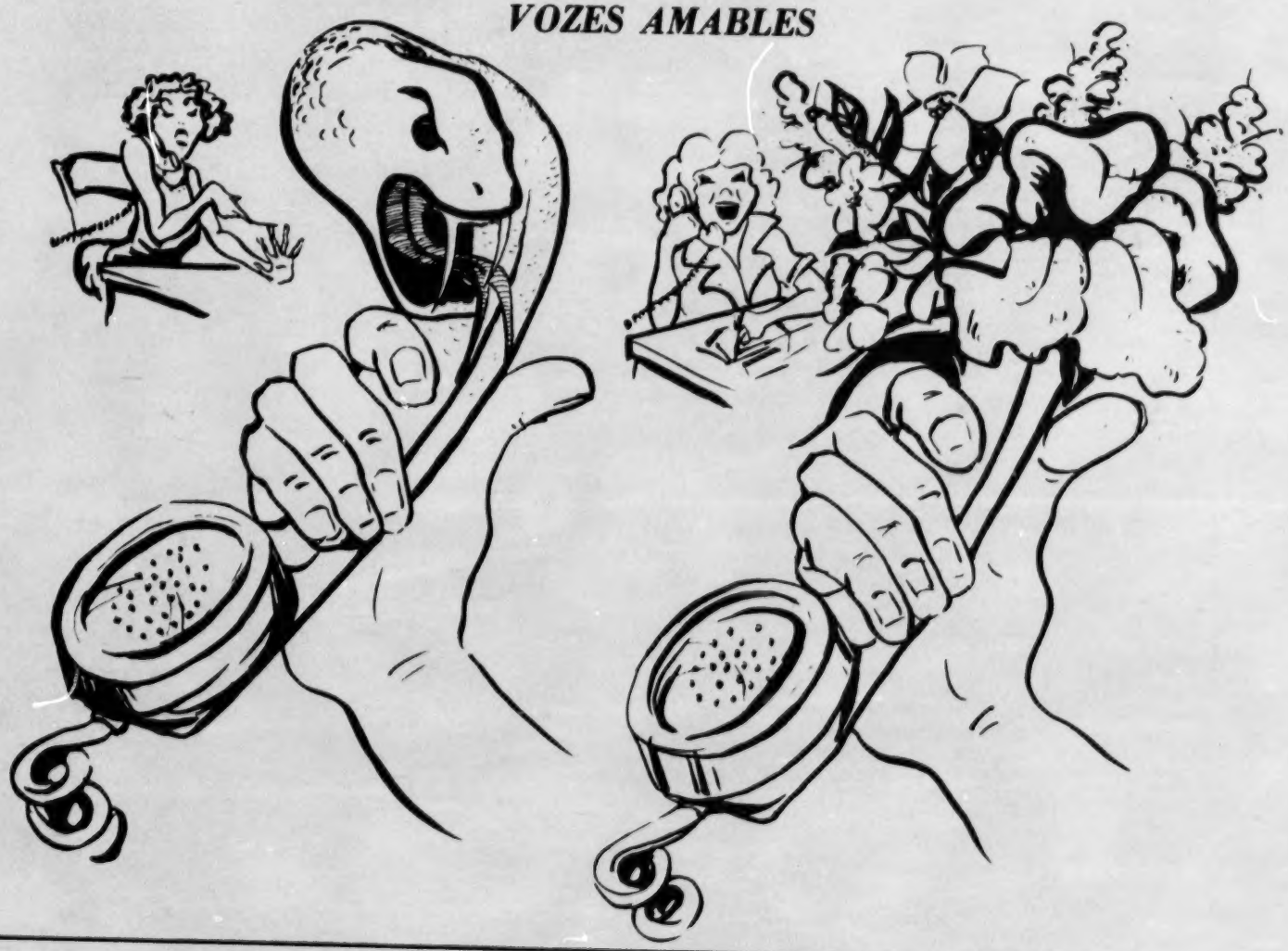

SUCCESS
19 Ability to organize work
20 Ability to suggest improvements
16 Ability to make quick, accurate decisions
17 Natural aptitude and attitude for the job
18 Acceptability of work
12 Industry
13 Personality--cheerfulness and/or charm
14 Neatness and orderliness
15 Not losing excessive time in personal matters
7 Taking initiative Being resourceful
8 Appropriate dress and grooming
9 Working well with others
10 Physical fitness for the work
11 Ability to work under pressure
1 Dependability
2 Accuracy in performing operations
3 Ability to follow instructions
4 Attendance and punctuality
5 Amount of acceptable work produced
6 Remembering necessary details

* Taken from: Personality Development for Business 4th ed. Cincinnati: South-Western Publishing Co., 1973.

TM-1

CHEERFUL VOICES

VOZES AMABLES



TM-2

XV-11

ORAL COMMUNICATIONS

COMUNICACIÓN VOCAL

TM-3

XV-13

NONVERBAL COMMUNICATION

COMUNICACIÓN NO VOCAL

TM-4